1. GENERAL

1.1 This Functional and Technical Requirements Document describes the business and operational requirements for an Offender Case Management System (OCMS) that will be procured for Maryland's Department of Public Safety and Correctional Services (DPSCS). The business processes and technical parameters defined here will help fulfill the system's business objectives.

1.2 The functional requirements defined in this document were obtained during interviews with representatives from DPSCS functional areas including the Division of Pretrial and Detention Services (DPDS), the Division of Correction (DOC), the Division of Parole and Probation (DPP), and the Information and Technology Communications Division (ITCD). Relevant interviews were also conducted with Patuxent Institution (PATX) and Maryland Parole Commission (MPC). The nature and missions of these organizations will be discussed later in this document. In addition, Information Technology and Communications Division (ITCD) staff members of DPSCS contributed technical requirements to the set.

1.3 The functional and technical requirements document is intended to divide DPSCS into four agency stand alone Functional Units and to discuss each Functional Unit separately and explain what they do. These Functional Units correspond to those described in the RFP Section 1.1.3 and are: Arrest and Booking System (ABS) as a subset of DPDS, Pretrial Release Services Program (PRSP) as a subset of the DPDS, DOC and DPP. In general, most case processing activities are common to the four Functional Units specified. Consequently, in the discussions throughout this document, the Functional Units are cross-referenced with the following six high-level business functions that recur across DPSCS offender management business requirements: Intake, Planning, Assessment, Supervision, Management, and Closure.

1.4 The content of the functional categories discussed in this document was generated by business rules gathered during DPSCS agency interviews. Insofar as this document is a formal statement of the Contractor's software application's functional requirements, the Contractor's proposal as to how its software meets the functional requirements will be the OCMS to be delivered by the contractor. As a consequence, the Contractor's response to this Functional and Technical Requirements Document will be critical to later stages of the System Development Life Cycle (SDLC). It is used for the following:

- Conducting a Detailed gap analysis after contract award
- Designing and customizing the application system, as necessary
- Evaluating the product in all subsequent phases of the life cycle
- Determining the success of the project

1.5 The Offerors shall identify which features or functionality are or are not included in their core COTS package in their proposal and how required features would be added as explained in more detail below. It is important to note that this Attachment G fulfills two purposes:

- For Offerors, the input in response to functional requirements presented in its technical proposal will be evaluated to determine the closest match to Department requirements "out-of-the-box." The technical ranking or "goodness" of a proposed software package will be measured in terms of the greatest compatibility with the Department's functional requirements. Said another way, a proposed OCMS will

earn higher rankings if it is able to meet more requirements "out-of-the-box" than its competitors. Moreover, technical rankings will improve if additional functional requirements can be met with third party software integrated into OCMS by the Offeror and through customization. Conversely, the proposed OCMS that has the greatest number of functional requirements that cannot be met will earn the lower technical rankings.

- For the successful Offeror (the Contractor), the input in response to functional requirements in its technical proposal represents the contractual obligation to provide a OCMS that satisfies the functional requirements to which the Offeror (Contractor) commits.

1.6 The Offeror shall use the numbering format provided in this document for ease of identification of the requirement and to add explanatory details as necessary. The following answer key should be used when responding to the requirements reflected herein:

- Y = This feature is provided or the software can be configured to provide the required functionality for OCMS
- TP = Third Party Software will be integrated into OCMS to provide the required feature and functionality
- C = Customization will provide the required feature and functionality to OCMS. Customization would require new source code.
- N = This feature is not provided and will not be added to OCMS.
- SC = See Comment (Use this answer key code when none of the above key codes apply)
- **OC = Other Capabilities. List functional capabilities in the proposed OCMS that are not listed as functional requirements in Attachment G but which are included as an out-of-the-box capability (meaning at no extra cost) with either the Core or a Module to the OCMS software. List each feature sequentially as OC.1, OC.2, etc. The ranking of a proposed OCMS can increase with functionality that already exists in the software. [Amendment #1]**

The applicable column should be marked with an "X" in the charts in subsequent sections of this attachment. In the event a comment is necessary (SC), provide comments keyed to the Reference # in the charts.

2. FUNCTIONAL REQUIREMENTS

Functional requirements describe the core functionality of an application. This section describes the data flow and functional process requirements.

2.1 Data Flow Requirements. The data requirements describe the business data inputs and outputs needed by the application software system. Data Flow Diagrams (DFDs) are a graphical representation of how data will be processed by the application. At the top level, the integrated Offender Case Management System (OCMS) represents the all-inclusive process which generalizes the functionality for the entire application in relationship to the four external entities: Arrest and Booking System (ABS) as a subset of DPDS, Pretrial Release Services Program (PRSP) as a subset of the DPDS, DOC and DPP (See RFP Section 1.1.3 and this attachment, Section 3.1). The OCMS process accommodates the six high level business functions below which require input and output data:

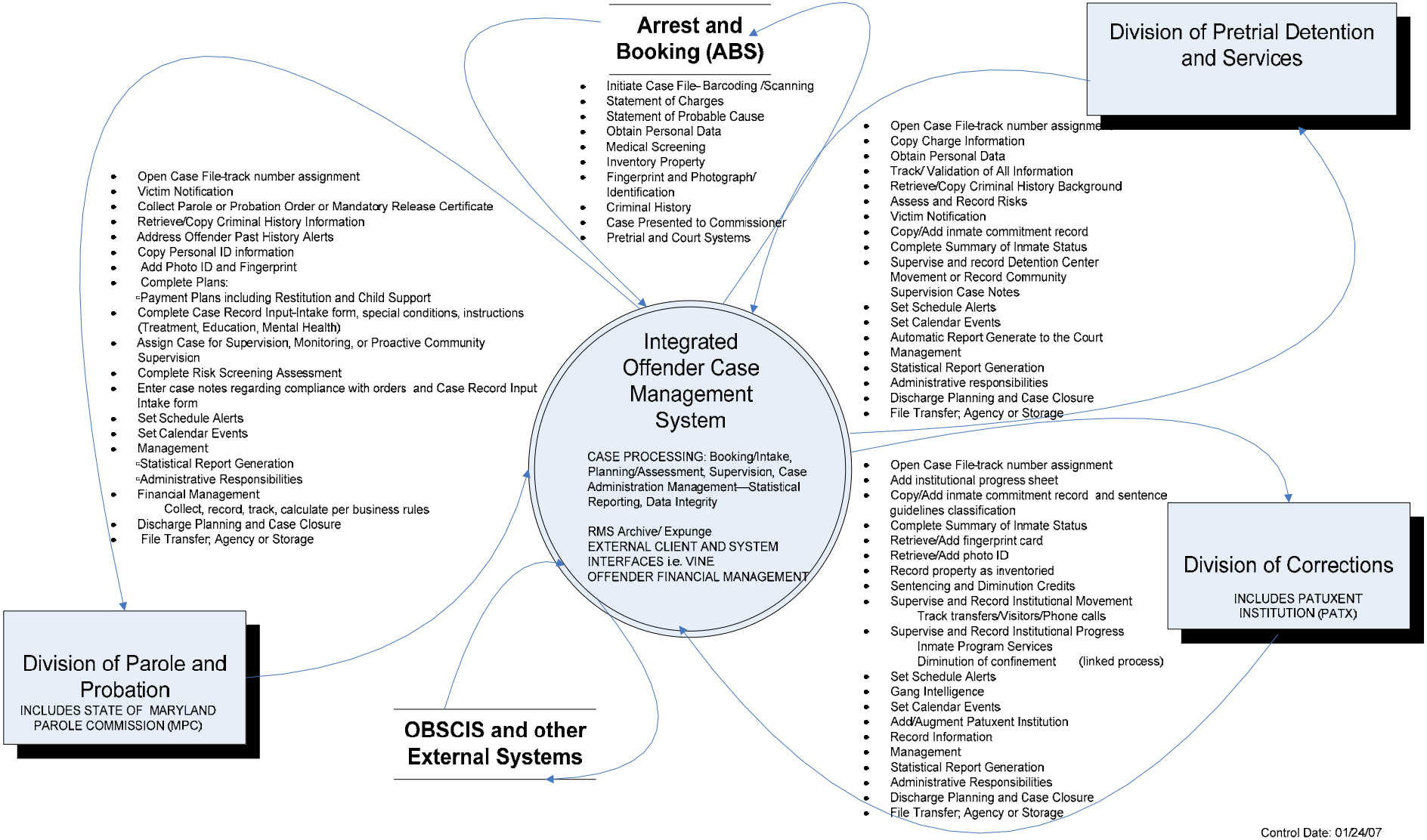
- Intake
- Planning
- Assessment
- Supervision
- Management
- Closure

Input into these six functions will produce forms of the output data (i.e., case file information) for additional processing and/or viewing by outside entities. Note these data flow requirements represent the same high-level business functions identified in Section 1.3 of this attachment.

The application software shall comply with the business data requirements as illustrated in the DFD below, Context *Diagram (Level 0), Offender Case Management System Project*.

Context Diagram (Level 0)

OFFENDER CASE MANAGEMENT SYSTEM PROJECT



Control Date: 01/24/07

3.0 INTRODUCTION TO FUNCTIONAL REQUIREMENTS LISTS

3.1 Functional requirements are divided into five blocks, the first being requirements that apply system wide and the next four being the stand alone Functional Units identified in the preceding chart. It is important to note the Functional Units are mutually exclusive and should be capable of operating independently should the Department elect not to proceed with implementation of all four Functional Units.

- Global and technical system requirements that apply to all four Functional Units that follow.
- Arrest and Booking System (ABS) as a subset of the Division of Pretrial and Detention Services (DPDS)
- Pretrial Release Services Program (PRSP) as a subset of DPDS
- The Division of Correction (DOC)
- The Division of Parole and Probation (DPP)

3.2 This section lists DPSCS functional business requirements of the desired system. The following will be found, dependent on Functional Unit, in the sections below. The alpha designator appears in the subsequent charts that list functional requirements for easy identification:

- Global (GL)
- Case Initiation and/or Case Initiation/Monitoring (CI)
- Case Planning (CP)
- Social Work Release Planning and General (SW)
- Mental Health (MH)
- Substance Abuse/Addictions (SA)
- Scheduling (CS)
- Monitoring and Compliance (MC)
- File/Document Management (FDM)
- Management and Statistical Reporting (MSR)
- Security and Data Integrity (SD)
- External Customers and System Interfaces (XSI)
- Case Closeout (CC)
- Funds Collection (FC)
- Receipt Generation (RG)
- Funds Management and Closeout (FMC)
- Security (S)

- System Availability (SA)
- Fault Tolerance (FT)
- Disaster Recovery (DR)
- Data Retention (DRE)

3.3 Unless otherwise noted, mention of the word "reporting" in any given requirement shall include at a minimum screen viewable reports, output to hard copy management reports, statistical reports

The procured OCMS may be used to standardize business rules and processes across the Department for effective and efficient offender management. The new system shall enable a single point of entry for offender data and shall capture, track, maintain, and perform searches and matches on all offenders that have had contact with the State of Maryland criminal justice system.

3.4 Any requirement for a "user interface" means a GUI, that is, a screen or other means for an OCMS end user to interact with the system. Other interface requirements, such as to other systems in requirement reference numbers GL.24, GL.30, CI.3, CP.4, CI.25, SW.3, MH.2, MH.18, MH.19, CI.77, CI.78, MC.160 and XSI.1 through XSI.5 mean the software shall have the capability of being interfaced or linked through software "hooks" but not that the Contractor has to build and perform the interfaces. [Amendment #1]

4.0 GLOBAL AND TECHNICAL FUNCTIONAL REQUIREMENTS

4.1 Global (GL)

The following charts are requirements regardless of functional area. The legend showing the key codes in the last five columns of the charts are summarized below

Legend—Key Codes
Y = Feature provided or OCMS can be configured to provide
TP = Feature provided via Third Party Software
C = Feature can be provided via customization
N = Feature not provided
SC = See comment (used when other key codes not applicable)

Ref #	Client	Requirement	Y	TP	C	N	SC
GL.1	All	The software application shall create an electronic file for each offender, which may include multiple offenses committed by that offender					
GL.2	All	The software application shall capture, store and report on all inmates using their SID#					
GL.3	All	The software application shall use prompts and error messages to assure that all required fields are completed					
GL.4	All	The software application shall include a security matrix that defines access to screens for specific user groups					
GL.5	All	The software application shall have the ability to open, close, and reopen files and case records					

Ref #	Client	Requirement	Y	TP	C	N	SC
GL.6	All	The software application shall assure that each staff member shall have a unique ID and password combination. **All OCMS users will share the same password expiration. [Amendment #4]**					
GL.7	All	The software application shall provide a complete keystroke audit trail					
GL.8	All	The software application shall have a shared, multi-agency user interface (DPDS, DOC, DPP), to capture, store and report victim services information					
GL.9	All	The software application shall provide event-based triggers and alert messaging based on criteria further defined in each Functional Unit requirements list.					
GL.10	All	The software application shall have the ability to run ad-hoc queries to locate, active, and inactive records by name (exact, partial, soundex); individualized identifier (unique id (SID), SSN, DOB); case number; address, or name of defendant references					
GL.11	All	The software application shall accept input of scanned original documents to associate with each offender. **The Department has purchased a 3rd party product that will be utilized to store all Department images and/or documents on an enterprise wide basis. This 3rd party vendor is DataWorks Plus and the marketing name of the automated product is called PhotoManager and WebWorks. The file formats of PDF, JPG and MPG shall be supported at a minimum. [Amendment #4]**					
GL.12	All	The software application shall contain a scheduling function or integrate with MS Exchange for the purpose of scheduling.					
GL.13	All	The software application shall permit all transaction logs to be moved to external media for long-term storage					
GL.14	All	The software application shall provide the ability to expunge records through an electronic process initiated by the System Administrator. **The expunged data will still exist in audit tables which will not be OCMS user accessible. [Amendment #4]**					
GL.15	All	The software application shall have the capacity to capture, store and display multiple digital images than may include at a minimum offender photo, scars, marks, tattoos.					
GL.16	All	Photo images stored in the State's database must be stored as compressed files using the JPEG 2000 compression algorithm.					
~~GL.17~~	~~All~~	~~The software application shall be designed to allow the addition of a facial recognition software package as a separate module for a future enhancement without requiring any major system changes.~~ **[Amendment #4]**					
GL.18	All	The software application shall have the capability to produce management and statistical reports specific to cases and staff workload as monitored by DPSCS divisions.					
GL.19	All	The software application shall maintain an audit trail of the types of reports that have been generated for ease of duplication					
GL.20	All	The software application shall provide a user interface for on-line photos and provide standard and ad-hoc reports relating to photo database administration to include, at a minimum management reports, and statistical reports					
GL.21	All	The software application shall provide interactive tools to allow the State system administrator to monitor all processes and queues, and to detect and correct system operational problems.					
GL.22	All	The software application shall have a user interface for on-line help					
GL.23	All	The software application shall provide the ability to retrieve and/or reopen a previously closed case					
GL.24	All	The software application shall "link" (invoke a separate workstation session for or with the use of the state CJIS repository (Mainframe Application)) to obtain at a minimum, prior criminal history and/or convictions. The search criteria is based on SID Number which will be the only data element passed to CJIS.					
GL.25	All	The software application shall ~~be scalable to allow for inclusion of biometrics and~~ **support the** use of hand-held devices. **[Amendment #4]**					

Ref #	Client	Requirement	Y	TP	C	N	SC
GL.26	All	The software application shall record signatures electronically					
GL.27	All	The software application shall give the user the ability to create parameter driven statistical reports					
GL.28	All	The software application shall encrypt data during all facets of data transmission.					
GL.29	All	The software application shall import and export data in an XML format.					
GL.30	**All**	**The software application shall "link" (invoke a separate workstation session for or with the use of the State MOBS system (Mainframe Application). The search criteria for MOBS is based on SID Number which will be the only data element passed. [Amendment #1]**					

4.2 Technical Requirements. The following operational requirements describe the non-business characteristics of an application and deal with the technological operations of the system components.

4.2.1 Security (S). In advance of installation, the contractor shall give the State a detailed inventory in writing of all hardware and software components intended for use in the OCMS. Should any included item be deemed non-compliant with State policy and practice regarding security, The contractor shall make requested changes in its planned configuration. Likewise, if the contractor wishes to add or change OCMS hardware or software once the completed system software application is installed, a request for change will first have to be approved by the ITCD Configuration Control Board (CCB).

The Case Management system is divisible into two separate but interconnected pieces, with different parties being responsible for security in each of the pieces: The contractor for the OCMS application and the State for the OCMS server hardware and Operating System. The entire system must follow the Maryland Department of Budget and Management (DBM) Office of Information Technology (OIT), Information Technology Security Policy and Standards. (See Link below)

http://www.dbm.maryland.gov/portal/server.pt?open=514&objID=774&mode=2&cached=true

The OCMS software application shall provide a security mechanism for protecting system data and the operational environment from compromise or unauthorized access, including malicious as well as non-malicious security breaches. This mechanism shall not require a user or administrator to have local or domain administrative privileges in the operating system.
The following specific requirements are associated with the protection of the system software application required by DPSCS:

Ref #	Client	Requirement	Y	TP	C	N	SC
~~S.1~~	~~All~~	~~The software application shall be capable of immediately terminating an end user's session(s).~~ **[Amendment #4]**					
S.2	All	The software application shall not allow a user to have more than one active session on the same system at the same time					

Ref #	Client	Requirement	Y	TP	C	N	SC
S.3	All	The software application security scheme shall record user activities and access to system software application and subsystem components. In particular, details for each record addition, edit, and deletion shall be available for review					
S.4	All	The software application shall be capable of assigning security access by user, role and/or group. At a minimum roles include Supervisor, Senior Operator, and Entry Level Operator					
S.5	All	The software application shall be able to limit the tasks available to a particular user and/or group of users.					
S.6	All	The software application shall allow the System Administrator to enforce record access to archived data through user profiles					
S.7	All	The software application shall have the ability to lock case notes to assure they are not altered by anyone but their originator					

4.2.2 System Availability (SA)

Ref #	Client	Requirement	Y	TP	C	N	SC
SA.1	All	The software application shall be a high-availability fault-tolerant system. It must be recoverable and must replicate to the Disaster Recovery (DR) hot site					
SA.2	All	The software application must be cluster-aware: The system must be able to operate in a fault-tolerant manner using clustering technology					
SA.3	All	The software application shall keep Single Points of Failure to a minimum with remaining points of failure identified in the appropriate Risk Management Plan section of the OCMS Operations or Administration Plan documentation					
SA.4	All	Software application maintenance must be performed without requiring system downtime. During times of maintenance, the system must failover to a secondary location. The system software application shall be considered down whenever normal OCMS operations cannot be conducted to support the system software application throughput requirements or conditions that inhibit or prevent the user from performing vital processing functions.					
SA.5	All	The software application shall be designed to store all work-in-progress records if network or system interruption occurs. Upon system restoration, all queued records shall be automatically forwarded without manual intervention. (This requirement is for system availability only and does not relate to catastrophic events.)					
SA.6	All	Software application maintenance activities shall not interrupt production performance. The software application will be considered down whenever normal case management operations cannot be conducted to support the system software application throughput requirements or conditions that inhibit or prevent the user from performing vital processing functions.					

4.2.3 Fault Tolerance (FT)

Ref #	Client	Requirement	Y	TP	C	N	SC
FT.1	All	The software application shall support Simple Message Transfer Protocol (SMTP) and Simple Network Management Protocol (SNMP) to provide alerts to system administrators and State personnel when there are problems or failures with the system software and hardware. The contractor shall provide the appropriate MIB for the software application					

Ref #	Client	Requirement	Y	TP	C	N	SC
FT.2	All	The software application shall be designed to automatically fail-over to standby systems located in a disaster recovery hot-site without any manual intervention, or with only a minimum of manual intervention.					
FT.3	All	The software application shall support back-up processes that do not require system downtime or reduced performance					
FT.4	All	The software application shall require no manual intervention to start any application components when a server powers up					
FT.5	All	The software application must be designed to operate in a reduced capacity mode on Blade Server technology at the primary site if system malfunctions occur					
FT.6	All	The software application must work with Tivoli Storage Manager (TSM), which DPSCS uses as the enterprise backup utility.					

4.2.4 Disaster Recovery (DR)

Ref #	Client	Requirement	Y	TP	C	N	SC
DR.1	All	The software application shall be capable of operation at an offsite location when recovery from a disaster is occurring					
DR.2	All	In the event of a disaster, the software application shall be capable of failover to the disaster recovery site within an acceptable timeframe, to be determined collaboratively, after contract award					
~~DR.3~~	~~All~~	~~The software application shall permit the State-provided SAN device at the disaster recovery site to replicate the required data for the backup system. (The disaster recovery SAN shall be the same model as the primary.)~~ **[Amendment #4] / [Amendment #5]**					
DR.4	All	The software application shall permit a method of data replication that offers real-time replication. Current DPSCS SAN hardware replicates data to secondary sites.					
DR.5	All	The system software application shall have a process by which the primary and secondary systems will be re-synchronized and operations will resume at the conclusion of a disaster.					

4.2.5 Data Retention (DRE).

Ref #	Client	Requirement	Y	TP	C	N	SC
DRE.1	All	The software application shall have the ability to mark data to be archived and run batch archival processes at configurable intervals to pick up the marked records.					
DRE.2	All	The software application shall allow searches of both archived and current data within the same user interface					
DRE.3	All	The software application shall allow purges and expungements as ordered by the courts and executed through special user permissions to remove records, with a minimum of two levels of approval.					

5.0 ARREST AND BOOKING SYSTEM (ABS) AS A SUBSET OF THE DIVISION OF PRETRIAL AND DETENTION SERVICES (DPDS)

ABS represents the first Functional Unit specified in the RFP Section 1.1.3 and this attachment, Section 3.1.

The DPDS is comprised of three components; the Baltimore Central Booking and Intake Center (BCBIC), the Baltimore City Detention Center (BCDC), and the Pretrial Release Services

Program (PRSP). DPDS monitors smaller numbers of offenders than DOC or DPP. However, it has many responsibilities that are crucial to the smooth functioning of Maryland's correctional system. The following business requirements for the Arrest and Booking System (ABS) pertain to BCBIC and BCDC which represent locations.

The following explains the Arrest and Booking System (ABS) process:

Booking is the process by which a criminal justice system creates an administrative record of an arrested person. The process involves taking photographs (mug shots) of the offender, recording physical data and taking fingerprints for positive identification, and detailing charges against the offender as well as the arrest itself (including any charge, warrant and citation data). The process also involves setting bail amounts, if applicable, the release process for ROR (release on own recognizance) or RWOC (release without charge) as well as an inventory and the storage of, or release of personal property. Upon determination of commitment, Male inmates who are sentenced to 90 days or less, and Female inmates who are sentenced to 6 months or less, will be housed and supervised by DPDS at either the BCBIC or BCDC facilities.

Both male and female offenders follow the same booking and incarceration/release process.

The Arrest Booking System (ABS) is used to book individuals who have been arrested or are suspected to have committed a crime and are arrested and booked at multiple locations that are associated with the Baltimore Central Booking process. ABS provides several different functions that are related to the initiation of an offender into the Maryland Criminal Justice Process. The booking function gathers data about the offender, the Arresting Police Officer, the arrest itself including the charge(s), warrant, and citation data, as well as pertinent offender identification data including address and employment data, personal inventory and property, and data necessary to produce fingerprint cards. The property function consists of screens that deal with the storage and retrieval of offender personal property within the facility. The major categories collected and tracked by ABS are Booking, Arrest Data, The Offenders' Identification, Address and Employment Data, Offenders' associated persons and personal property inventory. Once an offender has been interviewed, fingerprinted, and photographed, he/she is placed in a holding cell until positive identification results are returned and a criminal history search has been performed.

5.1 Case Processing for BCBIC and BCDC Prior to Commitment

Note: The following requirements represent the case process functions in ABS that take place prior to the determination of commitment.

The legend showing the key codes in the last five columns of the charts are summarized below

Legend—Key Codes
Y = Feature provided or OCMS can be configured to provide
TP = Feature provided via Third Party Software
C = Feature can be provided via customization
N = Feature not provided
SC = See comment (used when other key codes not applicable)

5.1.1 Case Initiation/Monitoring (CI)

Ref #	Physical Location	Requirement	Y	TP	C	N	SC
CI.1	BCBIC	The software application shall provide the ability to capture, store, and report on all offenders that have been arrested and brought to BCBIC for booking by their Central Booking Facility PCN					
CI.2	BCBIC	The software application shall capture, store, and report on all offenders by both their PCN and their State Identification (SID) number that is received upon fingerprinting					
CI.3	BCBIC	The software application shall ~~provide a user~~ **have the capability to** interface with ~~a~~ **the** JIS application to import information including statement of charges, statement of probable cause, witness information, and to verify bail amount. **[Amendment #1] / [Amendment #5]**					
CI.4	BCBIC	The software application shall capture, store, and report details about the arrest function/process as outlined in the following 34 requirements					
CI.5	BCBIC	The software application shall capture, store, and report details for all charges associated with the arrest					
CI.6	BCBIC	The software application shall capture, store, and report on existing warrant and citation data upon criminal history search					
CI.7	BCBIC	The software application shall provide automated forms and templates to complete the preparation of charging documents.					
CI.8	BCBIC	The software application shall capture, store, and report on information on both the arresting officer and the transporting officer, if not the same					
CI.9	BCBIC	The software application shall provide the ability to lock charging documents from being altered after initial entry					
CI.10	BCBIC/ BCDC	The software application shall capture, store, and report on active and inactive detainers					
CI.11	BCBIC	The software application shall have the ability to link citations and detainers to current offender arrest and booking files					
CI.12	BCBIC/ BCDC	The software application shall have “request final verification” screens for permanent actions such as release without charges					
CI.13	BCBIC/ BCDC	The software application shall provide a reference table to support a dictionary of charges and charging language approved by the Maryland judiciary					
CI.14	BCBIC	The software application shall provide a user interface to capture, store and report on interview data where booking information is recorded. This includes but is not limited to Name, Address, SSN, Height and Weight					
CI.15	BCBIC/ BCDC	The software application shall provide the ability to search offenders by gender and report on any data related to that offender.					
CI.16	BCBIC/ BCDC	The software application shall provide the ability to search/track and flag offenders by total elapsed time that the offender has been at the facility					
CI.17	BCBIC	The software application shall generate time stamps for all steps in the booking and charging process and denote if they are currently active or have been completed					
CI.18	BCBIC	The software application shall provide the ability to search and display a read only column by PCN number or SID number for all offenders who have not completed the booking process					
CI.19	BCBIC	The software application shall capture, store and report on all injuries and medical concerns at the time of booking					
CI.20	BCBIC/ BCDC	The software application shall provide the ability to set up a suicide watch and alert notation					
CI.21	BCBIC/ BCDC	The software application shall provide a user interface to enter and track scars, marks, and tattoos					

Ref #	Physical Location	Requirement	Y	TP	C	N	SC
CI.22	BCBIC	The software application shall provide a user interface to enter last known address, and previous employment information					
CI.23	BCBIC	The software application shall enable the booking officer to search on any entered information in order to retrieve previous arrest and/or booking information					
CI.24	BCBIC/ BCDC	The software application shall provide a user interface for capture and retrieval of offender interviews					
CI.25	BCBIC/ BCDC	The software application shall provide the ability to capture and track offenders, associated persons and relatives, through an interface with JIS that have had any prior contact with the justice systems					
CI.26	BCBIC/ BCDC	The software application shall provide a user interface for offender property inventory data capture, storage and reporting of personal property in a searchable format.					
CI.27	BCBIC/ BCDC	The software application shall capture, store, and report an offenders' seized property					
CI.28	BCBIC/ BCDC	The software application shall automatically generate, capture and associate with an offender, bar codes for tracking documentation and paperwork, offender movement and location, and offender property					
CI.29	BCBIC/ BCDC	The software application shall have the ability to create, receive, and associate scanned documents for offenders that are arrested by another agency					
CI.30	BCBIC	The software application shall capture, store, and report on the completion with a date time stamp of the initial medical accept/reject and the secondary medical screening					
CI.31	BCBIC/ BCDC	The software application shall capture, store, and report on any offender activity/actions that occur in holding/transition cells					
CI.32	BCBIC/ BCDC	The software application shall have the ability to capture, store, and report using scan able barcodes that record offender movement and/or any "turnkey" activities within the facility					
CI.33	BCBIC	The software application shall have a pretrial user interface that displays the status of the pretrial interview and supervision process and indicates which actions have been completed					
CI.34	BCBIC	The software application shall provide a bail payment user interface and editable fields for the amount and forms of payment for court commissioner and pretrial to process payment information					
CI.35	BCBIC/ BCDC	The software application shall provide a user interface for related cases that involve the same crime with several defendants, bail amounts, and sentencing					
CI.36	BCBIC/ BCDC	The software application shall provide a final verification user interface for all offenders who are being processed for release and awaiting completion of the process					
CI.37	BCBIC/ BCDC	The software application shall have the ability to capture, store and report on the status and number of phone calls made by the offender					
CI.38	BCBIC/ BCDC	The software application shall capture, store, and report on offender demographic information					
CI.39	BCBIC/ BCDC	The software application shall capture, store and report dietary restrictions and meals for each offender					

5.2 Commitment at BCBIC and BCDC

The DPDS is responsible for tracking and maintaining all committed inmates. Pretrial Detention and Services strives to maintain a near real-time commitment packet on every offender who has received a bail-review hearing by the judge. Each inmate must be tracked to assure that any detainers, warrants, and/or added charges are maintained, as well as to assure that he/she is scheduled for trial and if and when he/she can post bail. Male defendants who are charged and sentenced to more than 90 days will be processed and transferred, upon space availability, to MRDCC in preparation for intake into the Division of Correction. Likewise, female defendants who are charged and sentenced to more than 6 months will be processed and transferred, upon space available to MCIW. Male and Female Inmates who are sentenced to 90 days or less, and 6 months or less, respectively, will be housed and supervised by the Division of Pretrial and Detention Services for the duration of their sentence.

The following describes housing and case processing functions performed at BCBIC and BCDC upon commitment

5.2.1 Case Planning (CP)

Ref #	Physical Location	Requirement	Y	TP	C	N	SC
CP.1	BCBIC/ BCDC	The software application shall capture, store and report information on all male and female inmates who are sentenced to less than 90 days and less than 6 months, respectively					
CP.2	BCBIC/ BCDC	The software application shall provide the ability to capture, store and report each commitment packet electronically					
CP.3	BCBIC/ BCDC	The software application shall capture, store and report all detainers in as close to real-time as possible					
CP.4	BCBIC/ BCDC	The software application shall **have the capability to interface with the warrants database to** capture, store and report warrants ~~from the warrants database~~ associated with each inmate. **[Amendment #1] / [Amendment #5]**					
CP.5	BCBIC/ BCDC	The software application shall provide the ability to flag a commitment packet that has had charges added to it to ensure that any additional actions have been completed by pretrial					
CP.6	BCBIC/ BCDC	The software application shall capture, store and report all writs (when an inmate is scheduled for court) and any jurisdictional changes that occur					
CP.7	BCBIC/ BCDC	The software application shall capture, store and report the outcome of all court hearings and trials					
CP.8	BCBIC/ BCDC	The software application shall capture, store and report bail amounts set by the judge					
CP.9	BCBIC/ BCDC	The software application shall capture, store and report bail amounts that have been altered as a result of a bail review hearing and provide the ability to flag them					
CP.10	BCBIC/ BCDC	The software application shall provide a color-coded graphical snapshot of all committed inmates and a summary of their activity (for instance, inmates who have received bail, inmates who are at the court house, inmates that require medical tracking and maintenance). Multiple output versions shall be available					
CP.11	BCBIC/ BCDC	The software application shall have the ability to flag an inmate who has been under the DPDS supervision for 30 days and has not received a trial date yet					

Ref #	Physical Location	Requirement	Y	TP	C	N	SC
CP.12	BCBIC/ BCDC	The software application shall provide the ability for the case manager to use predefined ~~imported~~ criteria to electronically screen for home-detention eligibility **[Amendment #3]**					
CP.13	BCBIC/ BCDC	The software application shall provide the ability for the case manager use predefined ~~imported~~ criteria to electronically screen an inmate for particular security levels **[Amendment #3]**					
CP.14	BCBIC/ BCDC	The software application shall have automated tools and defined thresholds based on predefined criteria to assist the case manager in applying the appropriate security level and housing location to an inmate					
CP.15	BCBIC/ BCDC	The software application shall alert the case manager when a security level is changed and requires a reassignment of housing. Multiple output versions shall be available					
CP.16	BCBIC/ BCDC	The software application shall alert the case manager several days before the biannual (every 6 months) security reclassification on an inmate needs to be completed					
CP.17	BCBIC/ BCDC	The software application shall alert the case manager when any predefined inmate violation occurs that requires security reclassification					
CP.18	BCBIC/ BCDC	The software application shall alert the case manager when any predefined status (such as medical/mental health) changes that requires security review and potential reclassification					
CP.19	BCBIC/ BCDC	The software application shall alert the case manager when an inmate's assignment to a housing unit is inappropriate according to criteria defined by the security classification					
CP.20	BCBIC/ BCDC	The software application shall capture, store and report general medical status (Non HIPPA regulated information) including known pregnancies in females					
CP.21	BCBIC/ BCDC	The software application shall provide the case manager the ability to report on any medical alerts including required maintenance medications					
CP.22	BCBIC/ BCDC	The software application shall capture, store and report disabilities and any known conditions (Non HIPPA regulated information) that limit an inmate's mobility or cognitive ability					
CP.23	BCBIC/ BCDC	The software application shall report on all inmates who have been medically cleared, based on defined thresholds, for work and transfers on a daily basis					
CP.24	BCBIC/ BCDC	The software application shall have the ability to create reports that detail general medical status and any alerts by SID # and inmate name					
CP.25	BCBIC/ BCDC	The software application shall provide a user interface to capture case notes exclusively for the use of case managers to capture status and any other notes specific to case management.					
CP.26	BCBIC/ BCDC	The software application shall provide case managers the ability to add and delete information in their case notes user interface that can be made available on a public bulletin board. **Only OCMS users designated by the Department shall have access to the bulletin board. [Amendment #3]**					
CP.27	BCBIC/ BCDC	The software application shall generate a daily report on a dashboard or the user interface of all releases that have occurred in the last 12 hours and where (DOC facility, released at court house etc.) the inmate has been transferred, if applicable					
CP.28	BCBIC/ BCDC	The software application shall create and maintain a listing of any scheduled, court dates, transfers to other facilities, other movement, and releases that did not occur and the underlying reason or associated details (such as scheduled transport to court did not arrive)					

Ref #	Physical Location	Requirement	Y	TP	C	N	SC
CP.29	BCBIC/ BCDC	The software application shall provide the ability for case managers to access emergency contact information for each inmate through remote access					
CP.30	BCBIC/ BCDC	The software application shall capture, store and report on information gathered during protective custody reviews and alert the case management staff if an inmate is assigned to a special housing unit/segregation					
CP.31	BCBIC/ BCDC	The software application shall be able to discern and alert the case manager if the assigned security level does not match the predefined criteria from the security screening and classification					
~~CP.32~~	~~BCBIC/ BCDC~~	~~The software application shall track all Inmate Council~~ **~~Counsel~~** ~~Request documentation which provide~~ **~~provides~~** ~~case managers with details about pending cases and charges. Multiple output options including electronic and paper reports shall be available~~ **~~[Amendment #3]~~** **[Amendment #4]**					
CP.33	BCBIC/ BCDC	The software application shall generate an alert for any inmate who has any open detainers or warrants to assure that he or she is not released until all cases have been addressed/closed					
CP.34	BCBIC/ BCDC	The software application shall alert the case manager in the event that an inmate's charges are reduced in order to adjust the security classification					
CP.35	BCBIC/ BCDC	The software application shall capture, store and report on any changes that occur to a defendant's charges and alert the case manager when the change is made					
CP.36	BCBIC/ BCDC	The software application shall have the ability to calculate, based on customized algorithms and pre-defined criteria, good-time credits for a given sentence					
CP.37	BCBIC/ BCDC	The software application shall capture, store and report on the inmate's date of arrival in the BCDC					
CP.38	BCBIC/ BCDC	The software application shall correlate the inmate's date of arrival and a sentence received and alert the case manager if the inmate has already served his/her sentence					
CP.39	BCBIC/ BCDC	The software application shall have the ability to produce documentation on inmates who will be transferred to DOC, their date of transfer and it shall be sorted by the length of time in which they will be incarcerated. Multiple output options shall be available					
CP.40	BCBIC/ BCDC	The software application shall conduct the electronic screening for eligibility for the Volunteers of America (VOA) program, based on predefined ~~imported~~ criteria **[Amendment #3]**					
CP.41	BCBIC/ BCDC	The software application shall have the ability to generate a list of approved inmates awaiting transfer to the VOA. Multiple output options shall be available					
CP.42	BCBIC/ BCDC	The software application shall capture, store and report body receipts/sign-off sheets for releases and transfers to DOC					
CP.43	BCBIC/ BCDC	The software application shall generate an alert for case managers for the required 7 day and 30 day reviews are due for inmates who have been placed on administrative segregation					
CP.44	BCBIC/ BCDC	The software application shall generate an alert for case managers on day 5 of the inmates initial 6 days of incarceration to ensure that classification has been completed					
CP.45	BCBIC/ BCDC	The software application shall generate an alert for case managers when removal of an inmate from disciplinary segregation is attempted by non case management staff					

Ref #	Physical Location	Requirement	Y	TP	C	N	SC
CP.46	BCBIC/ BCDC	The software application shall generate an alert to communicate with case ~~management~~ **managers** upon removal of an inmate from disciplinary segregation **[Amendment #3]**					
CP.47	BCBIC/ BCDC	The software application shall generate an alert of a new inmate for case managers upon completion of the interview given by Pretrial Release Services					
CP.48	BCBIC/ BCDC	The software application shall alert pretrial before case management is notified in the event that they have not completed the interview process and record checks for a new inmate					

Note: This ends the "ABS" processes performed under the DPDS organization and has described the functional requirements under the first Functional Unit as identified by the RFP Section 1.1.3.

The following pretrial release services program is part of the DPDS functional business organization but uses alternate "non-ABS" processes as shown in Section 6 below.

6.0 PRETRIAL RELEASE SERVICES PROGRAM (PRSP) AS A SUBSET OF THE DIVISION OF PRETRIAL AND DETENTION SERVICES (DPDS)

PRSP represents the second Functional Unit as described in the RFP Section 1.1.3 and this attachment, Section 3.1.

The Pretrial Release Services Program (PRSP) is an entity within DPDS and is responsible for the investigation and assessment, case management, and supervision of an offender after the arrest and booking process. Pretrial Services currently participates in over 27,000 bail reviews, habeas corpus, and other hearings each year. PRSP plays an important role not only in a defendant's intake, processing, monitoring and supervision, but also in the punishment and rehabilitation process. The case processing requirements for PRSP are below.

The legend showing the key codes in the last five columns of the charts are summarized below

Legend—Key Codes
Y = Feature provided or OCMS can be configured to provide
TP = Feature provided via Third Party Software
C = Feature can be provided via customization
N = Feature not provided
SC = See comment (used when other key codes not applicable)

6.1 Case Initiation (CI)

Ref #	Client	Requirement	Y	TP	C	N	SC
CI.40	PRSP	The software application shall allow Pretrial Services to know if a defendant has been arrested before or not and open a case for a defendant who may or may not have previously been arrested.					
CI.41	PRSP	The software application shall capture, store and report information on all new arrestees and their movement through the pretrial process					

Ref #	Client	Requirement	Y	TP	C	N	SC
CI.42	PRSP	The software application shall track the name of the defendant, date and time of booking and the booking identification number					
CI.43	PRSP	The software application shall track those actions that have been completed and those still to be done in real time using color coding or other type of check off system (actions include interview, criminal history check, verification, appearance before court commissioner, risk assessment, drug screening, and bail review)					
CI.44	PRSP	The software application shall have a free text field for capturing information gathered while conducting interviews with references					
CI.45	PRSP	The software application shall have a user interface for interview data capture that includes fields for booking information					
CI.46	PRSP	The software application shall capture, store and report on the results of a court commissioner's hearing, including decision, bail amount(s), bail review date and location and any conditions regarding bail and /or release					
CI.47	PRSP	The software application shall include a user interface with fields for completing assessments and interviews including references, while maintaining a complete history of all past assessments and interviews					
CI.48	PRSP	The software application shall be able to scan ad-hoc documents and attach them to a defendant's record					

6.2 Scheduling (CS)

Ref #	Client	Requirement	Y	TP	C	N	SC
CS.1	PRSP	The software application shall provide an integrated calendar for scheduling and alerts for trial dates, appointments, and appearances at judicial proceedings					
CS.2	PRSP	The software application shall send an alert for any activity or status that is determined by PRSP to require alerts (for instance, history of serious/violent offenses, protective orders, and so forth.) Multiple outputs shall be available.					
CS.3	PRSP	The software application shall provide a daily scheduling page for each investigator to input and track defendants who are due for urinalysis					
CS.4	PRSP	The software application shall provide a daily scheduling page for each investigator to input and track defendants who are who are required to appear in court or at any other scheduled activity					
CS.5	PRSP	The software application shall capture, store, and report on each offenders' pretrial supervision conditions					
CS.6	PRSP	The software application shall alert the case manager when a defendant is out of compliance with any of his or her pretrial supervision conditions, at a minimum it shall report if date targets have not been met, or scheduled drug testing has not been completed					

6.3 Monitoring and Compliance (MC)

Ref #	Client	Requirement	Y	TP	C	N	SC
MC.1	PRSP	The software application shall provide a Case Management section that will capture case notes, produce supervision contracts, and generate reports (both general and court-related)					
MC.2	PRSP	The software application shall have the ability to capture and track offender status, alerts, and conduct searches of case management related information					
MC.3	PRSP	The case management user interface shall display pretrial supervision level, and appointment dates					

Ref #	Client	Requirement	Y	TP	C	N	SC
MC.4	PRSP	The software application shall have the ability to capture notes and information regarding the client's attitude and behavior that can be reported in the case management user interface					
MC.5	PRSP	The case management user interface shall capture, track and store all cases related to the defendant including charges, status, and results for previously closed cases					
MC.6	PRSP	The case management user interface shall generate lists of all cases related to the defendant, as well as the charges, status, and results for previously closed cases					
MC.7	PRSP	The case management user interface shall display a current supervision area that can be used to, at a minimum, track time lapsed between personal contact, comments regarding contact, and all current cases relating to scheduled contact					
MC.8	PRSP	The case management user interface shall capture, store and report on historical listing of contact with the defendant, purpose, results, and additional comments from each meeting					
MC.9	PRSP	The software application shall show a thumbnail photograph of the defendant on every case management and investigative screen					
MC.10	PRSP	The software application shall display booking information, name, ID#, charge, case#, case manager, and trial date on every case management and investigative screen					
MC.11	PRSP	The software application shall capture, store and report all defendant cases					
MC.12	PRSP	The software application shall provide the ability to monitor each case manager's schedule, workload and performance to ensure appropriate distribution of cases					
MC.13	PRSP	The software application shall capture, store and report substance abuse testing dates, status, location, chain of custody, and results in a color coded graphical view					
MC.14	PRSP	The software application shall allow the user to query and report information from prior investigations of the defendant					
MC.15	PRSP	The software application shall capture, store and report defendant references for verification, and flag any verified discrepancies at a minimum, last known address versus last reported address					
MC.16	PRSP	The software application shall provide a free text field for alerts. Any alerts recorded shall be displayed on case management user interface					
MC.17	PRSP	The software application shall have supplemental Bail Review and Habeas Corpus user interfaces for multiple events related to a single crime					
MC.18	PRSP	The software application shall have the ability to capture, store, and report on a defendant initially denied release but placed under pretrial supervision					

6.4 File/Document Management (FDM)

Ref #	Client	Requirement	Y	TP	C	N	SC
FDM.1	PRSP	The software application shall automatically integrate a defendant's current and past criminal information for reporting. Please demonstrate how you have handled this with previous clients.					
FDM.2	PRSP	The software application shall be able to generate a bail-review report that includes demographics, criminal history summary, and free form text comments. Multiple outputs shall be available					
FDM.3	PRSP	The software application shall provide the ability to create, manage, and track versions of templates					

6.5 Management and Statistical Reporting (MSR)

Ref #	Client	Requirement	Y	TP	C	N	SC
MSR.5	PRSP	The software application shall provide work assignment user interface for administrators to assign caseloads.					
MSR.6	PRSP	The work assignment UI **(User Interface)** ~~should~~ **shall** be tailored to optimize caseload thresholds **and automate case assignment to case managers. [Amendment #3]**					
MSR.7	PRSP	The software application shall provide the ability to complete daily statistical and analytical reports [including Failure to Appear (FTA) rate, and re-arrest rate by an investigator or judge]					

6.6 Finance for PRSP. The finance requirements for the Division of Pretrial and Detention Services are managed by other software programs and are not included in the scope of the OCMS Project.

Note: This ends the "PRSP" processes performed under the DPDS organization and has described the functional requirements under the second Functional Unit as identified by the RFP Section 1.1.3.

7.0 DIVISION OF CORRECTION (DOC)

DOC represents the third Functional Unit as described in the RFP Section 1.1.3 and this attachment, Section 3.1.

DOC Case Management Specialists process and monitor adults confined in any of the correctional facilities or alternate monitoring programs that fall within the control of the Maryland DOC. Although public safety remains the division's main focus, an increased emphasis is now being placed on rehabilitating offenders through face-to-face contact with assigned case management, social work, and psychological staff, documented meetings, and programs for remediation, treatment, training, education, and work release. Case Management utilizes a comprehensive and uniform system of classifying offenders based on security and programmatic needs and managing time credit calculation which, depending on the efforts of an inmate and the circumstances surrounding their incarceration, may lead to good time/time already served reductions. In order to assist inmates in their rehabilitative efforts, the DOC has developed an ongoing relationship with community organizations, volunteers, and outside agencies that provide transition services to the inmate population. These services include transitional housing, education, training, substance abuse therapy, and cognitive skills and development.

Patuxent Institution is an independent entity within DPSCS. It was established as a place for chronic offenders to receive psychological treatment but has evolved into a program that provides rehabilitative services for eligible adult offenders and youth program participants as well as housing Division of Correction (DOC) inmates awaiting screening for eligibility. Patuxent's Eligible Persons (EP) program places the responsibility for diagnostic and rehabilitative services, conditional release decision-making (for program participants), and supervision under the control of an agency outside of DOC. Patuxent operates according to policies and procedures that differ from those at other DOC facilities. Perhaps most notably, Patuxent has an additional paper base-file that is used only for inmates there and is kept separate

from other files because of HIPAA regulations and confidentiality requirements. The purpose of this additional file is to track an inmate's needs and movement during incarceration at Patuxent. What is more, it contains screening tools and assessments and eligibility documentation relative to the institution's special services, as well as case progress notes from the mental-health treatment staff.

The case processing requirements for DOC including treatment services which is comprised of social work, mental health, and substance abuse as well as Patuxent are described below.

The legend showing the key codes in the last five columns of the charts are summarized below:

Legend—Key Codes
Y = Feature provided or OCMS can be configured to provide
TP = Feature provided via Third Party Software
C = Feature can be provided via customization
N = Feature not provided
SC = See comment (used when other key codes not applicable)

7.1 Case Initiation (CI)

Ref #	Client	Requirement	Y	TP	C	N	SC
CI.49	DOC	The software application shall populate a digital base-file for each inmate. . **The contents of the digital base file can be found in RFP Attachment G, Section 7.1 immediately after the requirements chart. [Amendment #4]**					
CI.50	DOC	The software application shall allow the migration of individual case data from archive to active status.					
CI.51	DOC	The software application shall have to include, at a minimum, the following required forms for data entry: Court Commitment, Progress Sheet, Photograph and Fingerprints, Initial Security Classification, Program Eligibility, Screening Sheet, Inmate Property Sheet, and Medical Status Sheet					
CI.52	DOC	The software application shall allow a user to modify, delete, add and report on a new Security Threat Group (STG), or gang flag					
CI.53	DOC	The software application shall capture, store and report all case-manager referrals and their dates (for reasons at a minimum, substance abuse, psychology, risk assessment, domestic violence screening, and special needs for home plan development)					
CI.54	DOC	The software application shall capture, store and report multiple DOC numbers accumulated over time by a given inmate					
CI.55	DOC	The software application shall capture, store and report whether and when an inmate has previously undergone DNA testing					
CI.56	DOC	The software application shall capture, store and report physical and mental disabilities and special needs					
CI.57	DOC	The software application shall capture, store and report assessments for domestic violence					
CI.58	DOC	The software application shall include automated assessment tools to screen for general mental health					
CI.59	DOC	The software application shall include automated assessment tools to screen for criminality					

Ref #	Client	Requirement	Y	TP	C	N	SC
CI.60	DOC	The software application shall include automated assessment tools for amenability to substance abuse education programming					
CI.61	DOC	The software application shall have ~~a user interface for~~ the Criminal Sentiment Scale **document embedded within it and the application** shall capture, store and report on ~~it~~ an inmate's Criminal Sentiment score and other associated data **[Amendment #3]**					
CI.62	DOC	The software application shall have ~~a user interface for~~ the Dynamic Needs Assessment **document embedded within it and the application** shall capture, store and report on an inmate's Dynamic Needs Assessment score as well as associated information on issues including employment, education, family and marital status, and religion **[Amendment #3]**					
CI.63	DOC	The software application shall have an area to capture, store and report the results of urinalysis					
CI.64	DOC	The software application shall include a free form text user interface that will allow a user to input unstructured notes on any offender and will maintain and report a historical record of the notes					
CI.65	DOC	The software application shall capture, store, and report institutional progress					
CI.66	DOC	The software application will provide read and write access to institutional progress notes					
CI.67	DOC	The software application shall provide user interface to track and maintain offender property					
CI.68	DOC	The software application shall capture, store and report the receipt, addition, deletion, and transfer of all offender property by offender identification number and storage location					
CI.69	DOC	The software application shall capture, store and report completion of orientation received upon an inmate's arrival at a facility					
CI.70	DOC	The software shall capture, storage and report treatment information for Medical and Mental Health, as well as Social Work and Substance Abuse.					
CI.71	DOC	The software application shall create one unified treatment record (for Medical and Mental). **Data to be considered for sharing in the unified treatment record are all data requirements listed in Attachment G, Sections 7.7 (Social Work Release Planning and General (SW)), Section 7.8 (Mental Health Requirements (MH)), and Section 7.9 (Substance Abuse/Addiction (SA))** **[Amendment #4]**					

DOC BASE FILE –FILING ORDER

The following is the comprehensive list of documentation that should be included in a DOC base file for each inmate.

Section I – (File in order as listed)

A. Intake Summary (Fingerprint Card)

1. **Emergency Card**
2. **Photographs (attach to Admission Summary)**

B. Alerts

1. **Enemy Alert/Retraction Forms**
2. **Name Changes: Aliases/Court Order**
3. **Correctional Transfer Alert**
4. **Court Order/Child Support**
5. **Temporary Ex Parte/Protective Orders**

C. Commitment

1. **Sentence Status Reports with supporting documentation**
2. **Copies of Commitment(s) and the OBSCIS 09 Legal Screen (Copy of OBSCIS Screens 03, 04, 07 and 17)**
3. **Fast and Speedy Trial requests**
4. **Court Trip paperwork**
5. **Commitment Correspondence**
6. **Current Commitment status notification**
7. **Open/Close DOC #**

D. Visitors Cards – Current and Previous

E. Warrant of Transfer

Section II – (File in order as listed)

A. Progress Sheets (Blue)/Patuxent Progress Sheets (White)
B. Criminal History Verification Form/Correspondence
C. FBI Report and CJIS Printouts – Maryland Rap Sheets
D. Case Management Intake Summary (original)
E. Statement of Charges (pretrial), Official State's Version and Request for State's Version
F. Pre-Sentence Investigation Reports/Maryland Sentencing Guidelines Worksheet (green)/Parole and Probation Supervision Summary
G. Parole Revocation Decision
H. Parole Decision on top of Pre-Parole Summaries (in reverse chronological order)
I. Parole Correspondence

Section III – (File in reverse chronological order)

A. Case Management Process Program (CMPP)

1. **OBSCIS I Maintain Reservation Screen 14 Entry Form**
2. **Copy of Official MAP Agreement/CMP**
3. **Chronology of Institutional Progress**
4. **Security Reclassification Instrument (blue)**
5. **CMP Orientation Certification**
6. **Sensitive CMP Case Summary**
7. **CMPP Noncompliance/Amendment Report**
8. **MAP Memos for Minor Changes/Disapproval**
9. **CMP Completion Certification**
10. **Notification of DOC Decision to Cancel MAP Agreement**
11. **Copies of Authority Moves for MAP/CMP Inmates**

Note: If MAP/CMP contract is cancelled or one party refuses to negotiate, staple and place in back of Section III.

B. Case Management Action Records/Forms:

1. **Security and Custody Reclassification Instrument**
2. **Initial Security Classification Instrument**
3. **Emergency MCAC Transfer Request Form/Assignment to MCAC**
4. **Case Management Assignment Sheet**
5. **Authority Move Forms**
6. **Boot Camp Eligibility Form**
7. **Commander's Board Form**
8. **Mental Health Unit Admission and Discharge Forms**
9. **Referral for Transfer to Patuxent for Evaluation**
10. **Interstate Corrections Compact Application/Denial by Signatory State**
11. **Notice of Assignment to Administrative Segregation (attach to Case Management Assignment Sheet)**
12. **Notice of Assignment to Protective Custody (attach to Case Management Assignment Sheet)**
13. **Home Detention Program Screening/Acceptance Form**
14. **Patuxent Board of Review Summary (final)**
15. **Program Eligibility Screening Sheet**
16. **Correctional Options Program Screening Form**
17. **Application for CARC Placement**
18. **CARC Application Review**
19. **Waiver of Appearance Before Case Management Team**
20. **RSAT Forms**
21. **Volunteer/Unpaid Status Form**
22. **Notification/Waiver Form**
23. **Military Structure Barracks (MSB)**
24. **PREP & REP Forms**
25. **ITP (Intensive Treatment Program)**
26. **Waiver of Pay (Labor Pool)**

C. Work Release Forms:

1. **Notification of Removal from Work Release**
2. **Work Release Employment Investigation/Plan**
3. **Work Release Employer Guidelines**
4. **Work Release Program Application**
5. **Collection of Restitution Payments for Work Release Earnings**
6. **Notice of Restitution Withholdings**
7. **Work Release Field Sheet**

D. Community Leave Forms

E. Waiver of Extradition Form (attach to Leave Form)

F. Notification of Escape Law

Section IV – (File in reverse chronological order)

A. **Disciplinary Actions**

1. **Incident Reports/Information Report Form**
2. **Matter of Record**
3. **Disciplinary Report/Receipt of Warden's Decision Form**
4. **Loss of Good Conduct Time Forms**
5. **Patuxent disciplinary hearings which occurred after 3/1/92**
6. **Disciplinary Appeal Letters**

B. **Informal Inmate Complaint Forms**

C. **Inmate Grievance Forms**

D. **Segregation Forms**

E. **Escape Report Forms/Retake Warrant**

Section V – (File in reverse chronological order)

A. **Required Medical Reports, to include Medical Clearance: Program and Work Assignment forms**
B. **Psychological Evaluation Summary**
C. **AIDS Orientation Receipt**
D. **Psychosocial Assessment**
E. **Social Work assessments/reports**
F. **Educational Reports/Materials**
G. **Occupational Reports/Evaluation/Screenings**
H. **Certificates/Awards**
I. **Addiction Assessment Reports/Forms (MASI, TCU, ASI-CV)**
J. **Mental Health Screening Forms/Reports)**
K. **EMIT Drug Detection System Results**
L. **Employment:**

1. **State Use Industries Application**
2. **Boot Camp Evaluation**
3. **ECI Application**

M. **Substance Abuse Education/Pre-Release Planning or Addictions Service Program Correspondence**
N. **Request for DNA Sample**
O. **Notification of Next of Kin**
P. **Domestic Violence Group Screening**
Q. **Urinalysis Test**
R. **Quality of Life Forms (MCAC)**
S. **Inmate POD/Corridor Worker Intake Questionnaire**

Section VI – (File in reverse chronological order)

A. **Pertinent Letters – General Correspondence**
B. **Base file Review Application/Consent Form for Release of Case Record Information**
C. **Waiver of Medical Interview**
D. **Case Manager Interview Notes**

E. **Miscellaneous Material Receipts**
F. **Rules and Regulations**
G. **Orientation Receipts**
H. **Inmate Movement – Medical Trips, Compassionate Leave**
I. **MRDCC Forms**
J. **On the Spot Reports**
K. **Receipts for DOC Inmate Handbook, Institutional Handbook**
L. **Extra Black and White Inmate Photographs**
M. **Copy of Receipt for Patuxent Material**
N. **Religious Preference Registration Form**
O. **Clinic Vote Sheet**
P. **Old Case Records (Small Files)**
Q. **Division of Pretrial Detention and Services material**

Note: Pull all Statement of Charges (file in Section II) and Disciplinary Reports (file in Section IV)

R. **Release Paperwork (if inmate is returned)**
S. **Property Forms**
T. **Birth Certificate/Social Security cards plus requests (file on top of Section VI)**
U. **Visitation Suspension Notices**
V. **Volunteer/Unpaid Status Job Form**
W. **Ex-Offender Visitors Memos**
X. **Institutional Progress Report Form**
Y. **Consent to Frisk Search**
Z. **Inmate Cell Inspection Policy Form**
AA. **Computer Inmate Picture**

End of "Digital Base File Components" information.

7.2 Case Planning (CP)

Ref #	Client	Requirement	Y	TP	C	N	SC
CP.49	DOC	The software application shall have a legal user interface that stores, displays, and tracks data on sentencing, including separate and aggregate sentences as well as the results of interruptions to sentences by factors including escape, parole, and court release					
CP.50	DOC	The software application shall capture, store, and report an inmates job assignment					
CP.51	DOC	The software application shall send an alert to the traffic office, commitment and any other individuals who handle credit calculation, when an inmate's job assignment has been suspended					
CP.52	DOC	The software application shall have a detainer module					
CP.53	DOC	The software application shall check for enemies, persons requiring separation, STG affiliations, and send alerts upon assignment or change of location **to case mangers and other personnel designated by the Department**. Multiple outputs shall be available **[Amendment #3]**					
CP.54	DOC	The software application shall allow a user to assign and change inmate job assignments					
CP.55	DOC	The software application shall capture, store, and report risk assessments					

Ref #	Client	Requirement	Y	TP	C	N	SC
CP.56	DOC	The software application shall provide read access to psychological risk assessment reporting					
CP.57	DOC	The software application shall provide tools to assist in the development of a plan and schedule for programming for a given offender					
CP.58	DOC	The software application shall capture, store and report various types of inmate assessment scores, at a minimum, psychological, substance abuse, eligibility for counseling					
CP.59	DOC	The software application shall notify the case management specialist of an inmate's assessment completion and correlative eligibility for counseling					
CP.60	DOC	The software application shall capture, store and report eligibility and changes in a waiting list for counseling groups					
CP.61	DOC	The software application shall generate responses from staff to standard inmate inquiries using predefined templates					
CP.62	DOC	The software application shall capture, store and report an inmate's incarceration history, including his original institution as well as transfers and associated dates					
CP.63	DOC	The software application shall allow a user to simultaneously undo all changes made to an inmate's record during a given **transaction** session before the session is closed **[Amendment #3]**					
CP.64	DOC	The software application shall have a free form Notes Progress user interface					
CP.65	DOC	The software application shall capture, store and report eligibility for programs and services					
CP.66	DOC	The software application shall issue a documented grievance response notice to an offender					
CP.67	DOC	The software application shall assure that all treatment data is accessible by all treatment groups (Medical and Mental Health, as well as Social Work and Substance Abuse)					
CP.68	DOC	The software application shall allow a Treatment Summary report page to be generated for each offender based on the Medical and Mental Health, as well as the Social Work and Substance Abuse data entered.					
CP.69	DOC	The software application shall allow specified treatment data to be shared with outside state agencies for reporting and resource purposes					
CP.70	DOC	The software application shall have the ability to capture store and report on inmate data collection (at a minimum, for Release Planning and Mental Health Diagnosis)					
CP.71	DOC	The software application shall have the ability to generate an overall treatment/rehabilitation plan based on the data collected from all treatment service groups. At a minimum, the plan will have a mental health diagnosis, medication prescribed, substance abuse risk assessment scores and any plans of action					
CP.72	DOC	The software application shall capture, store and report Re-Entry programming data					
CP.73	DOC	The software application shall capture, store and report offender needs related to the Americans With Disabilities Act					
CP.74	DOC	The software application shall capture, store and report special diets and other special needs of inmates					

7.3 Scheduling (CS)

Ref #	Client	Requirement	Y	TP	C	N	SC
CS.7	DOC	The software application shall capture, store and report an inmate's court activity at a minimum, any court dates and the outcome, sentences or charges in addition to current charges incurred, any changes to court dates or appearances					
~~CS.8~~	~~DOC~~	~~The software application shall have a scheduling calendar for staff at a minimum to capture, time off and appointments with offenders~~ **[Amendment #3]**					
~~CS.9~~	~~DOC~~	~~The software application shall have the ability to flag schedules that are in that have already been scheduled with appointments to reduce multiple meeting conflicts~~ **[Amendment #3]**					
CS.10	DOC	The software application shall have a scheduling and reservations component for offenders which will assist case managers with offender transfers to court and/or meeting with psychology, social work, programming etc.					
CS.11	DOC	The software application shall flag offenders' conflicting programming schedules					
CS.12	DOC	The software application shall track screening and assessment dates for all front-end assessments at a minimum, the Texas Christian University Substance Abuse Assessment and Criminal Sentiment Scale). **It is ~~envisioned~~ desirable ([Amendment # 4]) that each of these assessments will be embedded in the application. Front-end assessments are used to determine the mental and physical health, as well as the propensity for substance abuse or level of addiction, for new inmates coming into the Division of Correction central reception center. [Amendment #3]**					
CS.13	DOC	The software application shall track screening and assessment dates for all back-end assessments. **Back-end assessments measure for the standing population the same things as front-end assessments measure for the new inmates coming in. The assessments done are the same as are done for new inmates in front-end assessment (TCU - Texas Christian University Substance Abuse Assessment and, CSS - Criminal Sentiment Scale). [Amendment #3]**					
CS.14	DOC	The software application shall track inmate program assignment and termination dates					

7.4 Monitoring and Compliance (MC)

Ref #	Client	Requirement	Y	TP	C	N	SC
MC.19	DOC	The software application shall track inmate job assignments					
MC.20	DOC	The software application shall allow inmate files to be modified to reflect infractions and associated matters at a minimum, time credit calculations, loss of credits, **loss of [Amendment #4]** visits, and ~~so forth~~ **other related inmate data elements. [Amendment #3]**					
MC.21	DOC	The software application shall track housing assignments and transfers within a given institution					
MC.22	DOC	The software application shall maintain transfer lists and report transfers among facilities					
MC.23	DOC	The software application shall capture, store and report updated intelligence information about potential inmate plans and dangers that can be sent as an email alert					

Ref #	Client	Requirement	Y	TP	C	N	SC
MC.24	DOC	The software application shall differentiate between informative/decision-based/ and action-based triggers when alerts are sent and provide prompts for case managers to complete any actions required					
MC.25	DOC	The software application shall have a user interface for time-credit calculations, where time served is adjusted as credits are applied					
MC.26	DOC	The software application shall track rule violation and the potential formal hearing process that may result					
MC.27	DOC	The software application shall track court commitments, inmate progress sheet notes, and correspondence between the administration and inmate					
MC.28	DOC	The software application shall capture, store and report information about an inmate by housing location, unit, tier, cell, and bed					
MC.29	DOC	The software application shall provide a graphical view of all housing locations in a given facility					
MC.30	DOC	The software application shall capture, store and report an inmate's adjustment (infraction) history					
MC.31	DOC	The software application shall have the ability to merge redundant data, at a minimum, and upon verification, merge multiple records that have the same SID#					
MC.32	DOC	The software application shall allow the user to conduct relational cross-reference searches (at least minimally for enemies and linkages between 'keep aparts' as well as rival gang members)					
MC.33	DOC	The software application shall provide an enterprise wide multiple-facility visitation log that can be cross-referenced for contraband, visitation rights suspension in different facilities, and identity checks of visitors who frequently visit different inmates					
MC.34	DOC	The software application shall provide an enterprise wide registration system for visitors in order to report on who visited when for how long and determine a relationship if any					
MC.35	DOC	The software application shall track loss of inmate visitation privileges					
MC.36	DOC	The software application shall track and maintain a listing of suspended visitors and send immediate alerts to all facilities for enterprise wide tracking					
MC.37	DOC	The software application shall allow a user to cross reference associations, enemies, and STGs among inmates					
MC.38	DOC	The software application shall prevent duplication of housing assignments					
MC.39	DOC	According to the results of housing location checks, the software application shall accept or reject a proposed housing assignment or move other inmates and alert the appropriate users **to include OCMS users responsible for making inmate housing assignments, the inmate's case manager and other Department personnel with a need-to-know. [Amendment #3]**					
MC.40	DOC	The software application shall allow a case management specialist to change an inmate's job assignment in conjunction with a changed cell assignment					
MC.41	DOC	The software application shall alert the user if an inmate is in unassigned housing					
MC.42	DOC	The software application shall provide a color-coded legend that identifies housing status (at a minimum, green for open beds, and red for full)					
MC.43	DOC	The software application shall capture, store and report an inmate's housing status					

Ref #	Client	Requirement	Y	TP	C	N	SC
MC.44	DOC	The software application shall allow a user to change an inmate's housing status					
MC.45	DOC	The software application shall allow a user to add, modify, or delete alerts					
MC.46	DOC	The software application shall capture, store and report release dates for all inmates					
MC.47	DOC	The software application shall provide an automated email notify the Medical Department when an inmate is assigned to a social worker					
MC.48	DOC	The software application shall provide an automated email to the pharmacy within 10 days before an inmate's release to assure that appropriate medication is provided in a timely manner					
MC.49	DOC	The software application shall provide a flag to select and track inmates who require release/discharge planning					
MC.50	DOC	The software application shall track medical parole cases to ensure that release/discharge planning has been completed					
MC.51	DOC	The software application shall identify and track all crisis interventions by a social worker. **Crisis intervention data elements include but are not limited to offender name, cell location, timeline leading to crisis or impending crisis, actions taken by staff, and a long term plan of action to avert a future crisis. [Amendment #4]**					
MC.52	DOC	The software application shall allow a user to update existing information in the offenders program participant's file					
MC.53	DOC	The software application shall capture, store and report alert information on an inmate. At a minimum, security-level changes and the reasons for them; cell changes; work-detail changes; medical alerts; medical and psychological restrictions; and dietary restrictions					
MC.54	DOC	The software application shall track whether an offenders' program ~~participant~~ **participation** is eligible for extended visits and if so, on what day of the week those visits are scheduled to occur. **[Amendment #3]**					
MC.55	DOC	The software application shall capture, store and report dates, if any, when an inmate was housed in segregation					
MC.56	DOC	The software application shall track all pertinent dates, including, at a minimum paroled date, Patuxent entry date, and court release date) throughout incarceration					
MC.57	DOC	The software application shall track all recommendations for programming					
MC.58	DOC	The software application shall track programming efforts including, at a minimum, education, addictions, cognitive behavioral groups, and vocational training					
MC.59	DOC	The software application shall track referrals, based on at a minimum, date, reasons for creating them and responses to them.					
MC.60	DOC	The software application shall provide a user interface for capture, storage, reporting of and electronic submission to social work of a home plan in preparation for release/discharge					
MC.61	DOC	The software application shall have an Administrative Remedy User Interface to track and report on offender complaints and grievances					
MC.62	DOC	The software application shall provide the ability to generate a form letter to inform the offender about the grievance process and status once a complaint has been logged					
MC.63	DOC	The software application shall provide a screen to capture, store and report a new offender grievance or update an existing grievance disposition status					

Ref #	Client	Requirement	Y	TP	C	N	SC
MC.64	DOC	The software application shall report records of offender grievances for litigation					
MC.65	DOC	The software application shall have a place to electronically capture, store and report offender appeals documents					
MC.66	DOC	The software application shall capture, store and report standard grievance procedure and the number and type of grievances filed					
MC.67	DOC	The software application shall provide a multi-tiered structure for offender complaints including, at a minimum, Informal Complaints, Regular Grievances, and Emergency Grievances					
MC.68	DOC	The software application shall assure that all grievances are linked to an offender and that no anonymous grievances are filed					
MC.69	DOC	The software application shall have the ability to capture, store and report information about incoming and outgoing inmate mail					
MC.70	DOC	The software application shall maintain a date- and time-stamped inventory and for all offender property					
MC.71	DOC	The software application shall provide a log for capture, storage and report results from planned and random offender cell searches					
MC.72	DOC	The software application shall capture, store and report information on all confiscated property					
MC.73	DOC	The software application shall capture, store and report the location of offender property of those inmates assigned to segregation housing					
MC.74	DOC	If property has to be sent home when an inmate is released from a facility, the software application shall maintain and track a record of shipping, to include, at a minimum, shipping, and contents of package shipped					
MC.75	DOC	The software application shall track work release employment history, home and employment data, and name and address					
MC.76	DOC	The software application shall capture, store and report treatment service employee productivity and caseload selectable by Treatment area, at a minimum, to include, social work, substance abuse, and psychology					
MC.77	DOC	The software application shall allow for capture, storage and generation of victim notifications upon housing transfers and release for all inmates					
MC.78	DOC	The software application shall track inmate changes in status (including, at a minimum, Escapes, Death, Court order Transfer/Release, and Death					
		Diminution Credits					
MC.79	DOC	The software application shall calculate any prorated time credits for partial months earned based on a predefined imported criteria					
MC.80	DOC	The software application shall capture, store, and report on diminution credits for each inmate beginning on the first day of his/her sentence based on predefined imported criteria					
MC.81	DOC	The software application shall stop tracking diminution credits on the last day of each inmates sentence					
MC.82	DOC	The software application shall calculate credits for good time beginning on the day of commitment to DOC and through the maximum expiration date of the sentence based on predefined imported criteria					
MC.83	DOC	The software application shall calculate 5 days of good time credit for inmates whose terms include sentences for a crime of violence					

Ref #	Client	Requirement	Y	TP	C	N	SC
MC.84	DOC	The software application shall calculate 5 days of good time credit for inmates whose terms include sentence for a crime involving manufacturing, possession, or distribution of CDS					
MC.85	DOC	The software application shall calculate 10 days of good time credit for all other inmates who have not been sentenced to a crime of violence or CDS related					
MC.86	DOC	The software application shall read offender job and program data and calculate the number of creditable days assigned to each inmate, based on predefined imported criteria					
MC.87	DOC	The software application shall calculate and track Work Task (Industrial) credits on a monthly basis for an inmates participation in programs, based on predefined imported criteria					
MC.88	DOC	The software application shall calculate and track educational credits on a monthly basis for an inmates participation in programs, based on predefined imported criteria					
MC.89	DOC	The software application shall calculate and track special project credits on a monthly basis for an inmates participation in programs, based on predefined imported criteria					
MC.90	DOC	The software application shall permit a maximum of 20 days of good time credit per calendar month for all sentences imposed after 10/01/1992					
MC.91	DOC	The software application shall permit a maximum of 15 days of good time credit per calendar month of all sentences imposed before 10/01/1992					
MC.92	DOC	The software application shall allow the user to capture and store and limit the number of credits depending on the date sentenced					
MC.93	DOC	The software application shall have the ability to capture, store and report the number and type of credits earned					
MC.94	DOC	The software application shall have the ability to track, constantly calculate release date and good time credits when good conduct or special project credits have been revoked. [The revoked credits cause an increase in the release date]					
MC.95	DOC	The software application shall have the ability to constantly calculate as well as display the inmates release date to reflect changes in the application of credits					
MC.96	DOC	The software application shall have the ability to prevent revoked time credits from exceeding the inmates' minimum available balance of credits					
MC.97	DOC	The software application shall not allow good time credits to be awarded during ineligible periods of time					
MC.98	DOC	The software application shall capture, store, report on, and allow award of credits only during eligible periods.					
MC.99	DOC	The software application shall capture, store, report on, and reject credits during ineligible periods					
MC.100	DOC	The software application shall capture, store, report on and allow special project credits for housing offenders in overcrowded conditions					
MC.101	DOC	The software application shall capture, store, report on, and reject special project credits for housing					

Ref #	Client	Requirement	Y	TP	C	N	SC
MC.102	DOC	The software application shall have an internal edit function that has the ability to prevent the award of credits when an inmate is not eligible to receive them, based on predefined imported criteria					
MC.103	DOC	The software application shall report all types of credits already awarded totaled by type of credit and then grand totaled on a separate line					
MC.104	DOC	The software application shall have the ability to capture, calculate, and report the inmates term of confinement and update it against any good time credits that have been earned					
MC.105	DOC	The software application shall identify any inmate who has accumulated sufficient diminution credits for Mandatory Supervision Release (MSR) or expiration, based on predefined imported criteria					
MC.106	DOC	The software application shall have the ability capture, store and report the number of days out of custody and calculate the remaining balance of the term for each type of release					
MC.107	DOC	The software application shall have the ability to adjust the balance of diminution credits in the event that the inmate violates his/her terms of MSR					
MC.108	DOC	The software application shall have the ability to capture, store, and report the number of days an inmate has been on parole.					
MC.109	DOC	The software application shall have the ability to capture, store, and report the number of days an inmate has been on MSR.					
MC.110	DOC	The software application shall have the ability to capture, store, and report the number of days an inmate has been on escape status.					
MC.111	DOC	The software application shall have the ability to capture, store, and report the periods during which a court stayed the sentence and declines to grant credit.					
MC.112	DOC	The software application shall have the ability to calculate and revoke any or all of the inmates' previously earned diminution credits					
MC.113	DOC	The software application shall have the ability to apply only designated good time credits, based on predefined imported criteria					
MC.114	DOC	The software application shall have the ability to apply a "life sentence" flag to any inmate.					
MC.115	DOC	When the life sentence flag is selected, the software application shall have the ability to modify or blank out the field for current release date and instead project the inmates' parole eligibility date.					
MC.116	DOC	The software application shall have the ability to report on and generate a release list for all inmates excluding anyone who is serving a life sentence					
MC.117	DOC	The software application shall track and use any credits earned before a life sentence was imposed to calculate the release date of the inmate.					
MC.118	DOC	The software application shall have the ability to apply a flag to not apply good time credits					
MC.119	DOC	The software application shall have the ability to calculate any special project credit for housing, based on housing assignment and offense criteria					

Ref #	Client	Requirement	Y	TP	C	N	SC
MC.120	DOC	The software application shall have the ability to capture, store, report and calculate local diminution credits subdivided into the following types; Good Conduct, Special Project, Industrial, and Educational					
MC.121	DOC	The software application shall provide the ability to automatically add or subtract days and or credits for any reason, accounting for leap and non-leap years					
MC.122	DOC	The software application shall provide the ability to generate a summarized month at a glance view for each inmate and defined groups of inmates					
MC.123	DOC	The software application shall have the ability to capture, store and report all credits awarded before a life sentence and to calculate the parole eligibility hearing date of an inmate					
MC.124	DOC	The software application shall have the ability to maintain but not deduct credits when the parole release date equals the current date					
MC.125	DOC	The software application shall have the ability, through use of a shortcut key, to calculate the number of dates between 2 dates using a chart that provides prorated dates					
MC.126	DOC	The software application shall ensure that all inmate job codes will be coded to include the number and type of credits that may be awarded					
		Gang and Security Threat Groups					
MC.127	DOC	The software application shall capture, store and report all documentation related to gang intelligence that is received					
MC.128	DOC	The software application shall have the ability to capture and associate all scanned copies of all gang related intelligence or documentation					
MC.129	DOC	The software application shall assign a tracking number to each piece of related documentation that has been received					
MC.130	DOC	The software application shall capture, store, and report the characteristics of the document to include, at a minimum, Drug related, Security threat related, STG symbols, Threats of violence					
MC.131	DOC	The software application shall capture, store, and report facility information from where the documentation was obtained					
MC.132	DOC	The software application shall capture, store and report a checklist for Security Threat Group (STG) Identification, Validation and Intelligence. At a minimum, the checklist shall include self admission, tattoos, possession of documentation or gang symbols, group photo, contact with known associates, membership documentation, observed association, law enforcement intelligence, and other gang like behavior					
MC.133	DOC	The software application shall have the ability based on a predefined ~~imported~~ criteria to ~~calculate~~ **display** factors to determine/validate STG members **[Amendment #3]**					
MC.134	DOC	The software application shall have the ability to cross reference information and produce reports related to STG members, to include, at a minimum, both suspected and confirmed gang members, STG activities, STG violence by institution, Violence by inmate and DOC#, Visitors of suspected or validated STG members					
MC.135	DOC	The software application shall have the ability to capture, store, and report, Serious Incidents and their associated documentation for each facility					

Ref #	Client	Requirement	Y	TP	C	N	SC
MC.136	DOC	The software application shall have the ability to record and track person information for each inmate that is either a suspected or validated member of a gang/STG, to include, at a minimum, Name, Moniker, Sex, Race, Height, Weight, SSN, tattoos or distinguishing marks					
MC.137	DOC	The software application shall have the ability to capture, store, and report offender address information for the suspected or validated gang member					
MC.138	DOC	The software application shall have the ability to capture, store, and report, gang involvement, while incarcerated including criteria that is used to determine involvement, weapons, names etc.					
MC.139	DOC	The software application shall have the ability to capture, store, and report, gang crime by facility location					
MC.140	DOC	The software application shall have the ability to establish linkages between and among individual gang members to include, at a minimum, address commonality, co-defendants, victim commonality, and known enemies					
MC.141	DOC	The software application shall capture, store, and report, all STG renunciations by suspected or validated gang members					
MC.142	DOC	The software application shall have the ability to capture, store, and automatically report through email, key facility indicators that may forecast violence to include, at a minimum, unusual increase in commissary spending, unusual increase or decrease in visitors to a particular facility					
MC.143	DOC	The software application shall have the ability to capture and report to staff all banned visitors on a daily basis					
MC.144	DOC	The software application shall capture, store, and report, information that would be included in a subpoena request, at a minimum, name, charges, and institution,					
MC.145	DOC	The software application shall have the ability to produce weekly canned and ad-hoc reports for staff of all confirmed STG members by their facility and housing location. The output shall have the ability to be saved and run upon request					
MC.146	DOC	The software application shall generate a weekly assault report that details, at a minimum, all inmates that were assaulted, their facilities, and assailants, if known					

7.5 File/Document Management (FDM)

Ref #	Client	Requirement	Y	TP	C	N	SC
FDM.4	DOC	The software application shall capture, store, and report searches of inmate adjustment/infraction data for easy accessibility					
FDM.5	DOC	The software application shall provide a user interface to capture, and store a segregation roster that includes a free form comments area					
FDM.6	DOC	The software application shall provide a user interface to capture and store medical records roster of inmates on segregation					
FDM.7	DOC	The software application shall capture, store and report inmate pill calls to include, at a minimum which inmate shall receive medication and when.					

Ref #	Client	Requirement	Y	TP	C	N	SC
FDM.8	DOC	The software application shall allow the user to obtain a complete adjustment (infraction) history for each inmate to include, at a minimum traffic history, complete time credits, and legal sentence					
FDM.9	DOC	The software application shall support electronic document generation for grievance reviews and results of appeals					
FDM.10	DOC	The software application shall issue grievance certification receipts to complainants with notifications to principals where appropriate					
FDM.11	DOC	The software application shall generate reports and statistical trend analysis for visitation of inmates					

7.6 Case Closout (CC)

Ref #	Client	Requirement	Y	TP	C	N	SC
CC.1	DOC	The software application shall provide the ability to close the base file at the end of the incarceration period and shall generate the required release paperwork, based on predefined criteria, and release/discharge plan, if applicable					

7.7 Social Work Release Planning and General (SW)

Ref #	Client	Requirement	Y	TP	C	N	SC
SW.1	DOC	The software application shall capture, store, and report on eligibility for release planning activities. Eligibility is based on Current Release Date (within 24 months) and Parole Hearing Date (with 12 months)					
SW.2	DOC	The software application shall determine who is eligible for release planning activities with respect to their Chronic Care need that will be captured and stored					
SW.3	DOC	The software application shall interface with EPHR to retrieve Chronic Care need information					
SW.4	DOC	The software application shall capture, store, report and calculate the inmates Current Release Date					
SW.5	DOC	The software application shall capture, store and report the inmates Parole Hearing Date					
SW.6	DOC	The software application shall capture, store and report the Parole Hearing reason					
SW.7	DOC	The software application shall capture, store and report inmates Primary and Secondary (multiple) Medical Special Needs					
SW.8	DOC	The software application shall capture, store, report and calculate an automatic referral date based on the day the referral is entered into the system					
SW.9	DOC	The software application shall have a separate user interface for management to allow for the assignment of Release planning cases					
SW.10	DOC	The software application shall have a separate user interface to allow for the retrieval and maintenance of assigned cases by the individual social workers					
SW.11	DOC	The software application shall automatically capture, store and report the date a case is assigned to a Social Worker					
SW.12	DOC	The software application shall capture, store and report the name of the Social Worker assigned to a specific case					
SW.13	DOC	The software application shall capture, store and report the date the Social Worker conducted an initial interview with the inmate					

Ref #	Client	Requirement	Y	TP	C	N	SC
SW.14	DOC	The software application shall have a user interface to capture, store and report when a Social Work planning worksheet is developed for the inmate					
SW.15	DOC	The software application shall capture, store and report the date and benefits having been applied for on the offender's behalf. At a minimum, the Social Security Assistance (SSA) requested					
SW.16	DOC	The software application shall capture, store and report the date of the phone interview with (SSA)					
SW.17	DOC	The software application shall capture, store and report the Department of Social Services (DSS) office location in which the Medical Benefits were filed, based on predefined imported locations					
SW.18	DOC	The software application shall include a user interface for Social Work that will allow free text and unstructured release planning notes and shall maintain and display a historical record of the notes					
SW.19	DOC	The software application shall flag/highlight specific data that changes on an inmate. To include, at a minimum, release date changes, inmate transfers or parole hearing date changes					
SW.20	DOC	The software application shall capture, store, and report the community provider the inmate is referred to based on a predefined ~~imported~~ list. **[Amendment #4]**					
SW.21	DOC	The software application shall have the ability to generate an automatic release plan based on the information captured in any of the above Social Work/Release Planning requirements					
SW.22	DOC	The software application shall flag offender data when social work Geriatric planning is required (based on age)					
SW.23	DOC	The software application shall track and maintain Geriatric inmate data (inmates over 60) for program planning purposes at a minimum their depression score, and Karnosfky score					
SW.24	DOC	The software application shall capture, store, and report geriatric offenders in a separate user interface					
SW.25	DOC	The software application shall capture, store, and report domestic violence inmate screening data					
SW.26	DOC	The system software application shall capture, store, and report the program referral date for domestic violence inmates					
SW.27	DOC	The software application shall capture, store, and report the type(s) of social work group(s) an inmate has been enrolled in, at a minimum, the geriatric offender group, substance abuse group, and domestic violence group					
SW.28	DOC	The software application shall capture, store, and report the date the inmate has completed or been discharged from the social work group session					
SW.29	DOC	The software application shall capture, store, and report the date an inmate was referred to individual counseling					
SW.30	DOC	The software application shall capture, store, and report the source of any individual referrals					

7.8 Mental Health Requirements (MH)

Ref #	Client	Requirement	Y	TP	C	N	SC
MH.1	DOC	The software application shall capture, store, and report the date and type of Mental Health Diagnosis, at a minimum the AXIS I, AXIS II, AXIS III and AXIS IV mental health diagnosis					
MH.2	DOC	The software application shall interface with EPHR to track and maintain the AXIS III, General Medical Condition, diagnosis					

Ref #	Client	Requirement	Y	TP	C	N	SC
MH.3	DOC	The software application shall capture, store, and report the AXIS V diagnosis based on the Global Assessment Functioning Scale (GAF)					
MH.4	DOC	The software application shall capture, store, and report a summarized mental health diagnosis to include, at a minimum SMI, MI, MH					
MH.5	DOC	The software application shall **have the capability to interface with the Department's EPHR in order to** capture, store, and report the type of medication prescribed, selectable from a pre-defined imported formulary list. **[Amendment #4]**					
MH.6	DOC	The software application shall capture, store, and report the date and type of intervention disposition by inmate					
MH.7	DOC	The software application shall include a free-text mental health diagnosis user interface that will allow a user to input multiple unstructured intervention comments and shall maintain and report a historical record of the notes					
MH.8	DOC	The software application shall capture, store, and report the type of mental health referral					
MH.9	DOC	The software application shall provide systematic notification to all case workers when a referral is received from Social Work or Treatment Services					
MH.10	DOC	The software application shall calculate the average turn around time from date of inmate referral to date of initial inmate screening					
MH.11	DOC	The software application shall provide systematic notification to Social work and/or Treatment Services when initial inmate screening is greater than the predefined specified time period					
MH.12	DOC	The software application shall capture, store, and report the type, date and name of the psychological group session conducted					
MH.13	DOC	The software application shall calculate mental health group productivity to include, at a minimum the number of inmates attended and number of groups scheduled					
MH.14	DOC	The software application shall calculate mental health employee productivity to include, at a minimum the number of groups conducted and number of inmates diagnosed					
MH.15	DOC	The software application shall capture, store, and report the type and number of risk assessments or psychological evaluations performed					
MH.16	DOC	The software application shall capture, store, and report the date, institution and type of suicidal incidents					
MH.17	DOC	The software application shall capture, store, and report additional mental health assessments					
MH.18	DOC	The software application shall interface with EPHR to obtain suicide and mental health screening information					
MH.19	DOC	The software application shall interface with the current pharmacy vendor to import mental health medication statistic information					

7.9 Substance Abuse/Addiction (SA)

Ref #	Client	Requirement	Y	TP	C	N	SC
SA.1	DOC	The software application shall capture, store, and report the institution and date of an inmate assessment					
SA.2	DOC	The software application shall capture, store, and report the Texas Christian University Assessment (TCU) assessment administered date and score					
SA.3	DOC	The software application shall capture, store, and report the Assessment Systems International (ASI) assessment administered date and score					

Ref #	Client	Requirement	Y	TP	C	N	SC
SA.4	DOC	The software application shall capture, store, and report the Childhood Survival and Safe Motherhood (CSSM) assessment administered (for women only) date and score					
SA.5	DOC	The software application shall capture, store, and report the Level of Service Inventory (LSIR) assessment administered date and score					
SA.6	DOC	The software application shall capture, store, and report the Latent Structure of Criminal Lifestyle (LCSF) assessment administered date and score					
SA.7	DOC	The software application shall capture, store, and report the Psychopathy Checklist Revised (PCLR) assessment administered date and score					
SA.8	DOC	The software application shall have the ability to ~~import~~ **embed** other assessment criteria and capture, store, and report the assessment administration date and score. **[Amendment #4]**					
SA.9	DOC	The software application shall provide systematic notification to all case workers when a specific dated assessment was not completed within a specified period of time					
SA.10	DOC	The software application shall generate an automatic notification to case management and substance abuse if an inmate is within a pre-determined number of months of their release date and they have a pre-defined assessment score					
SA.11	DOC	The software application shall capture, store, and report the date and institution where an inmate is assessed during any point in time during an inmate's incarceration					
SA.12	DOC	The software application shall have the ability capture, store, and report substance abuse counselor notes and treatment recommendations at the point of assessment as free form text					
SA.13	DOC	The software application shall capture, store, and report progress notes by date and by substance abuse counselor					
SA.14	DOC	The software application shall capture, store, and report the date of completion and data captured in substance abuse "Intake forms". At a minimum they will include Client Fact Sheet, Notice of Confidentiality, Release of Information, HIV/AIDS Risk Assessment, Psycho-Social Assessment, Readiness Ruler, and Individual Treatment Plan					
SA.15	DOC	The software application shall capture, store, and report the date of referral for an Addiction Treatment Protocol (ATP)					
SA.16	DOC	The software application shall capture, store, and report the date and the institution of the Addiction Treatment Protocol (ATP)					
SA.17	DOC	The software application shall capture, store, and report a waiting list for inmates awaiting Addiction Treatment Protocol (ATP)					
SA.18	DOC	The software application shall capture, store, and report the date an inmate is referred to a Therapeutic Community (TC)					
SA.19	DOC	The software application shall capture, store, and report the date and institution an inmate began a TC					
SA.20	DOC	The software application shall capture, store, and report the date, institution and result of an inmates urine analysis					
SA.21	DOC	The software application shall capture, store, and report the date and institution of any major and minor infractions committed while in a substance abuse treatment program					
SA.22	DOC	The software application shall capture, store and report the date and institution where the substance abuse treatment program was completed					
SA.23	DOC	The software application shall capture the date the inmate was discharged from the treatment program regardless of completion status					

Ref #	Client	Requirement	Y	TP	C	N	SC
SA.24	DOC	The software application shall capture, store and report what type of aftercare program an inmate is participating in					
SA.25	DOC	The software application shall capture, store, and report any community based substance abuse treatment program(s) an inmate is referred to					
SA.26	DOC	The software application shall have the ability to generate a Substance Abuse Treatment plan to include, at a minimum, any of the above requirements in the Substance Abuse/addictions section					

7.10 Management and Statistical Reporting (MSR)

Ref #	Client	Requirement	Y	TP	C	N	SC
MSR.1	DOC	The software application shall capture, store, and report records related to when and where an inmate is moved					
MSR.2	DOC	The software application shall generate a report, when requested, on case managers compliance with a predefined filing criteria for the base file and identify delinquent entries for the Inmate Status summary report. **Department policies on case file documentation shall be embedded into the software application. [Amendment #4]**					
MSR.3	DOC	The software system application shall provide for extracting and exporting data into a standard Microsoft or standard text file format					
MSR.4	DOC	The software application shall capture, store, and report records related to when and where an inmate is moved					

7.11 Security and Data Integrity (SD)

Ref #	Client	Requirement	Y	TP	C	N	SC
SD.2	DOC	The software application shall classify corrections data by security classification and control user permissions for viewing the classified data according to level of data and user classification. At a minimum, DOC intelligence will have specialized access to secure STG documentation					
SD.3	DOC	The software application shall allow case management specialists read/write access to traffic, case management, and intelligence reports					
SD.4	DOC	It shall be possible to set security levels in the software application according to variables that include user, user group, data element, and screen					
SD.5	DOC	The software application shall include predefined security measures that assure the confidentiality of mental health records and other HIPAA-regulated information					
SD.6	DOC	The software application shall include special role-based permissions for users who are allowed to view Health Insurance Portability and Accountability Act (HIPAA)-related information					

7.12 File and Document Management for DOC (FDM)

Ref #	Client	Requirement	Y	TP	C	N	SC
FDM.12	DOC	The software application shall store all medical records, commitment records, and psychological files with the archived offender data upon offender release					
Ref #	**Client**	**Requirement**	**Y**	**TP**	**C**	**N**	**SC**
FDM.13	DOC	The software application shall store all archived offender data or 30 years or as long as the offender files are active, at a minimum for those offenders still serving time					

7.13 Finance for DOC. The finance requirements for the Division of Corrections are managed through two existing software programs: the Maryland Offender Banking System (MOBS) and the Financial Management Information System (FMIS). A system interface to FMIS is not part of the OCMS Project, although an interface will exist with MOBS.

Note: This ends the "DOC" processes performed under the DOC organization and has described the functional requirements under the third Functional Unit as identified by the RFP Section 1.1.3. **Please See GL.30 in Section 4.1, this attachment. [Amendment #1]**

8.0 DIVISION OF PAROLE AND PROBATION (DPP)

DPP represents the fourth Functional Unit as described in the RFP Section 1.1.3 and this attachment, Section 3.1.

DPP supervises and monitors offenders who serve or finish serving their sentences by working in the community. Parole and Probation agents assure that offenders comply with general and special conditions of supervision. They meet with the offenders in DPP offices and in the community and help offenders secure skill training and employment as well as referring them to any additional services they may need. DPP agents and monitors also function as full-time investigators who conduct pre-sentence, pre-parole and other investigations for entities including the Maryland Parole Commission (MPC) and the courts.

Additionally, DPP is responsible for collection of and accounting for the restitution owed to victims along with fees imposed on the offender by the State's court system. Now, two independent systems are used to manage payments. The two systems often conflict with each other, and the conflicts are left unresolved. DPP agents develop a payment plan and collected payments are recorded. However, depending on the number of financial obligations that the given offender may have and the priority levels assigned to them, the posted payment does not necessarily correspond to the amount mandated by a particular payment plan.

Parole is a conditional and discretionary release from imprisonment. The MPC may grant parole to an offender who is serving a sentence of incarceration of six months or longer, and has served at least one-fourth or one-half of his or her sentence as determined by statute. The offender will serve the remainder of the sentence in the community, abiding by terms and conditions set forth by the commission. The commission is also responsible for Open Parole Hearings, Mutual Agreement Program (MAP) negotiations, revocations of parole, and mandatory supervision release violations. Parole Commissioners and Hearing Officers conduct hearings face to face, via videoconferences, and in absentia within correctional facilities, and county detention centers throughout Maryland. The Parole Commission has a strong commitment to victim rights and seeks to parole offenders without jeopardizing public safety.

The functional requirements for the DPP and MPC are listed below.

The legend showing the key codes in the last five columns of the charts are summarized below:

Legend—Key Codes
Y = Feature provided or OCMS can be configured to provide
TP = Feature provided via Third Party Software
C = Feature can be provided via customization
N = Feature not provided
SC = See comment (used when other key codes not applicable)

8.1 Case Initiation (CI) The software solution must accommodate the entry of new offender information and the entry or retrieval of archived or historical information as available.

Ref #	Client	Requirement	Y	TP	C	N	SC
CI.72	DPP	The software application shall be an offender-based application system, rather than a system based on a criminal case					
CI.73	DPP	The software application shall capture, store, and report demographic information. To include, at a minimum the address where the probationer/parolee will reside, work address, if applicable, address of relatives, if applicable, and contact information					
CI.74	DPP	The software application shall capture, store, and report legal information related to any charges that the offender on parole/probation is serving time in the community					
CI.75	DPP	The software application shall capture, store, and report information regarding offender relatives and emergency contact information					
CI.76	DPP	The software application shall capture, store, and report information about an offender's known associates					
CI.77	DPP	The software application shall identify offenders requiring sex-offender registration and provide an interface to the state sexual offender registry					
CI.78	DPP	The software application shall identify offenders requiring DNA registration based on predefined criteria and interface with the State Police DNA registry					
CI.79	DPP	The software application shall capture, store, and report on the Pre-Sentence Investigation (PSI)					
CI.80	DPP	The software application shall be an offender-based application system, rather than a system based on a criminal case					
CI.81	DPP	The software application shall have a user interface to identify and combine a case with its PSI					
CI.82	DPP	The software application shall have the capacity to search for an offender using multiple criteria, at a minimum, alias, date of birth, and last known address					
CI.83	DPP	The software application shall be able to add new probation orders and assign them to the offender's unique identifier, or SID Number					
CI.84	DPP	The software application shall capture, store, and report aliases for an offender					
CI.85	DPP	The software application shall capture, store, and report predefined general conditions of supervision for each order and shall report the offender's success or failure at fulfilling those conditions					
CI.86	DPP	The software application shall capture, store, and report predefined special conditions of supervision for each order and report the offender's success or failure at fulfilling those conditions					

8.2 Case Planning (CP)

Ref #	Client	Requirement	Y	TP	C	N	SC
CP.75	DPP	The software application shall identify each agent or monitor by role and whether they are responsible for supervision or investigation					
CP.76	DPP	The software application shall allow designated users to assign an order to an agent or monitor					
CP.77	DPP	The software application shall assign all supervision orders for a particular offender to the same agent or monitor according to the correlation between where the offender will be supervised and where the agent or monitor is located					
CP.78	DPP	The software application shall link all investigation orders to the offender case file but provide for the offender to be assigned to different people depending on the type of order, at a minimum, supervision or investigation					
CP.79	DPP	The software application shall provide a user interface for each agent/monitor to see a listing of all his or her open orders					
CP.80	DPP	The software application shall transfer orders from one agent/monitor to another, when requested					
CP.81	DPP	The software application shall transfer orders between offices, when requested					
CP.82	DPP	The software application shall assign a classification to each order, upon request					
CP.83	DPP	The software application shall assure that each offender shall have only one active supervision order					
CP.84	DPP	The software application shall assure that an offender shall have one or many active investigation orders					
CP.85	DPP	The software application shall assure that an offender may concurrently have one active supervision order and one or more active investigation orders					
CP.86	DPP	The software application shall assure that each offender with an active supervision order shall be assigned a level of supervision based on risk assessments					
CP.87	DPP	The software application shall capture, store and report the results of at least one or more risk instruments for determining level of supervision					
CP.88	DPP	The software application shall contain a supervision plan template to help assess criminogenic needs					
CP.89	DPP	The software application shall perform mapping or link to mapping software used for interstate compact cases					
CP.90	DPP	The software application shall contain fillable templates for all forms used during the case management phase					

8.3 Scheduling (CS)

Ref #	Client	Requirement	Y	TP	C	N	SC
CS.15	DPP	The software application shall provide a user interface for the agent or monitor to set up a series of alerts that will allow him or her to track significant case-related events and deadlines, at a minimum drug testing times and results, risk assessment results, and violations					

8.4 Monitoring and Compliance (MC)

Ref #	Client	Requirement	Y	TP	C	N	SC
MC.147	DPP	The software application shall have the capacity to capture, store, and report multiple digital images that can be associated with an offenders' case file					

Ref #	Client	Requirement	Y	TP	C	N	SC
MC.148	DPP	The software application shall capture, store, and report all violation of parole/probation information. To include, at a minimum, the violation(s) that occurred, the date, the actions taken to include, reprimand, court hearing, and re-arrest					
MC.149	DPP	The software application shall capture, store, and report drug testing results					
MC.150	DPP	The software application shall capture, store, and report assessment, placement, and treatment information for offenders who are serving time in the community					
MC.151	DPP	The software application shall capture, store, and report current information associated with any victim(s) and shall allow the division to modify existing information when necessary					
MC.152	DPP	The software application shall identify victims who have requested notification and create letters for events requiring notification					
MC.153	DPP	The software application shall alert monitors / agents of offenders who will be on probation or parole upon release from custody					
MC.154	DPP	The software application shall alert agents and monitors of violations or new conditions added to a case.					
MC.155	DPP	The software application shall capture, store, and report interstate cases by interfacing with Softscape and shall link to the National Adult Criminal Information System (NACIS) software					
MC.156	DPP	The software application shall capture, store, and report warrant and summons requests					
MC.157	DPP	The software application shall capture, store, and report sanctions and criminogenic needs					
MC.158	DPP	The software application shall capture, store, and report an offender's total financial obligation					
MC.159	DPP	The software application shall allow administrators to assign, transfer, and modify case assignments					
MC.160	DPP	The software application shall provide or interface with an automated Interactive Voice Response (IVR) call reporting system for parole and probation management					
MC.161	DPP	The software application shall allow a pre-determined low risk offender to use any telephone, unless pre-restricted to authorized numbers, in order to check-in with his/her agent and/or monitor					
MC.162	DPP	The software application shall auto-enroll offenders in the IVR who are entered into the system as low-risk offenders					
MC.163	DPP	The software application shall capture, store, and report risk assessment results that will determine and alert an agent and/or monitor of an offenders' eligibility for the IVR					
MC.164	DPP	The software application shall send an email alert to the agent and/or monitor if the offender does not check-in in a predetermined timeframe					
MC.165	DPP	The software application shall generate an immediate notification of non-compliance to be mailed by the agent and/or monitor when an offender does not check-in					
MC.166	DPP	The software application shall generate a case summary and sentence recap for agents /monitors of all offenders upon enrollment into the IVR call reporting system					
MC.167	DPP	The software application shall provide automated form letter templates for correspondence with offenders enrolled in the IVR call reporting system					
MC.168	DPP	The software application shall generate a daily critical action items list for follow up by the agent and/or monitor					

Ref #	Client	Requirement	Y	TP	C	N	SC
MC.169	DPP	The software application shall generate a daily list of new enrollments, voice messages, expiration alerts, and missing daily calls					
MC.170	DPP	The software application shall have the ability to store and archive complete call detail and any voice messages and have them available for playback					
MC.171	DPP	The software application shall auto generate case notes based on predefined system events and activities					
MC.172	DPP	The software application shall capture, store, and report at a minimum restitution, fines and fees, including child support payment compliance and any other community service obligations of offenders enrolled in the IVR					
MC.173	DPP	The software application shall capture, store, and report random and manual drug test management and compliance tracking of offenders enrolled in the IVR					
MC.174	DPP	The software application shall capture, store, and report any applicable treatment and counseling program enrollment for offenders enrolled in the IVR					

8.5 File/Document Management (DG)

Ref #	Client	Requirement	Y	TP	C	N	SC
DG.1	DPP	The software application shall have the ability to employ information stored in the application regarding the offender to create narrative supervision reports using pre-defined templates.					
DG.2	DPP	The software application shall have the ability to employ information stored in the application regarding the offender to create narrative investigation reports using pre-defined templates.					
DG.3	DPP	The software application shall have the ability to employ information stored in the application to create narrative letters and memoranda regarding the offender using pre-defined templates.					
DG.4	DPP	The software application shall send electronic copies of the narrative reports and of letters and memoranda upon request					
DG.5	DPP	The software application shall have the ability to employ information stored in the application regarding the offender to create narrative supervision reports using pre-defined templates.					

8.6 Case Closeout (CC)

Ref #	Client	Requirement	Y	TP	C	N	SC
CC.2	DPP	The software application shall generate or assemble requests for abatement or early termination documentation					
CC.3	DPP	The software application shall automatically recalculate the offender's monthly supervision fee balance by the number of months multiplied by the applicable fee that remains before the original legal expiration date would have been reached					

8.7 Security and Data Integrity (SD)

Ref #	Client	Requirement	Y	TP	C	N	SC
SD.7	DPP	The software application shall have a user interface which is set up hierarchically and sorted by region, program, and office to assure that agents / monitors are aware of the programs and offices available for providing services to the offender					

Ref #	Client	Requirement	Y	TP	C	N	SC
SD.8	DPP	The software application shall assure that all OCMS users shall be able to see all orders in the application, but shall only be able to update orders that are assigned to them					
SD.9	DPP	That software application shall assure that supervisors can update orders for users in their hierarchy					

8.8 External Customers and System Interfaces for DPP (XSI)

Ref #	Client	Requirement	Y	TP	C	N	SC
XSI.1	DPP	The software application shall capture, store and report as part of the Pretrial system, information on restitution payments that have been determined by the sentencing judge **which can be found in the Judicial Information System (JIS) application. [Amendment #4]**					
XSI.2	DPP	The software application shall interface with Softscape and shall link to the National Adult Criminal Information System (NACIS) software					
XSI.3	DPP	The software application shall interface with the Sexual Offender Registry and the community-based substance abuse treatment providers with whom the division shares and receives information about the progress of offender substance-abuse treatment plans					
XSI.4	DPP	The software application shall interface with the following external customer systems: BGR HATS/SMART, DDMP (Drunk Driver Monitoring Program),					
XSI.5	DPP	The software application shall interface with the Central Collections Unit (CCU)					

8.9 Funds Collection (FC)

Ref #	Client	Requirement	Y	TP	C	N	SC
FC.1	DPP	The software application shall have collections and accounting functionality					
FC.2	DPP	The software application shall calculate a payment plan for each case based on the total amount due and the number of months the offender is intended to be under supervision					
FC.3	DPP	The Supervision and Program Fees shall be calculated monthly for each month the offender is under supervision					
FC.4	DPP	The software application shall capture, store, and report all payment obligations per offender **when ordered jointly and severely, and including undetermined amounts. [Amendment #4]**					
FC.5	DPP	The software application shall alert an agent or monitor by e-mail of each dunning notice sent to an offender who falls 90 days behind in payments					
FC.7	DPP	The software application shall alert an agent or monitor by e-mail when the offender falls 120 days behind in the monthly amount due for each case					
FC.8	DPP	The software application shall provide the ability to track financial details entered at intake to include at a minimum, the types of payment required, the payment schedule agreed to, and the amount of each payment					
FC.9	DPP	The payment plan shall be printable as a document that can be signed by the offender as an acknowledgement of and agreement to the plan					
FC.10	DPP	The software application shall record, calculate, and modify all payment obligations of an offender to include, at a minimum, restitution, court costs, fines, 2% collection fee, public defender fee, supervision fee, testing fee, program fee, and interest on overdue restitution fees					
FC.11	DPP	The software application shall provide the user the ability to add and delete different types of payment obligations **including undetermined beneficiaries. [Amendment #4]**					

Ref #	Client	Requirement	Y	TP	C	N	SC
FC.12	DPP	The software application shall provide the ability to calculate future payment obligations on a periodic basis, according to the recorded amounts of restitution and payments					
FC.13	DPP	The software application shall provide the user the ability to create and modify a flexible parameter driven payment plan for each offender					
FC.14	DPP	The software application shall manage and track the offender's compliance with payment obligations					
FC.15	DPP	The software application shall provide the user the ability to override and change the software application-generated payment plan					
FC.16	DPP	The software application shall provide the user the ability to post payments received on a daily basis					
FC.17	DPP	The software application shall provide the user the ability to designate/ post a payment to one particular case if the offender has multiple cases					
FC.18	DPP	The software application shall provide the user the ability to post a payment to a particular payee or priority if the offender has multiple payees					
FC.19	DPP	The software application shall have the ability to specify from whom a payment was received on behalf of an offender, to include, at a minimum, payments by third parties and earnings withholding orders or wage garnishments					
FC.20	DPP	The software application shall have the ability to apply the offender's payment across payees with the same priority and across obligations with the same priority					
FC.21	DPP	The software application shall have a "post to" account for holding payments that cannot immediately be matched to a case (because, for example, of incomplete offender identification information)					
FC.22	DPP	The software application shall differentiate between payments to and transfers between accounts					
FC.23	DPP	The software application shall automatically calculate and generate dunning notices to be sent to each offender who falls 60 days behind in the monthly amount due for each case					
FC.24	DPP	The software application shall automatically calculate and generate a second dunning notice for sending if the offender falls 90 days behind in the monthly amount due for each case					
FC.25	DPP	The software application shall track violations of the offender's responsibilities regarding payment obligations					
FC.26	DPP	The software application shall generate reports reflecting the amount of overdue payments					
FC.27	DPP	The software application shall generate other email alerts relative to C&A (Collections and Accounting) at a minimum, **for offender** cases that have been referred but not sent to the Central Collections Unit (CCU), or **any offender** returned checks. **[Amendment #4]**					
FC.28	DPP	The software application shall generate periodic reports which will allow the division to assess the total amount disbursed for each month for each offender, each case, and each payee					
FC.29	DPP	The software application shall generate periodic reports which will allow the division to assess the total amount of payments received, posted, and due for each offender and each type of payment obligation					
FC.30	DPP	The software application shall periodically generate reports which reflect the amount of overdue payments					
FC.31	DPP	Disbursement of payments shall be a separate system function from collections in the software application **with the ability to disburse overpayment to the offender. [Amendment #4]**					

FC.32	DPP	The software application shall have the ability to establish a period when the validity of money orders and checks can be determined before they are disbursed					
FC.33	DPP	The software application shall capture store and report all batch postings by date, time, and amount					
FC.34	DPP	In addition to the amount of the payment, the software application shall record the method of payment and the numbers of each check or money order received					
FC.35	DPP	As payments are posted, the software application shall apply an amount paid to each amount due based on the given payment plan					
FC.36	DPP	If the amount of a payment is less than the total amount due that month for a case, the software application shall apply an equal percentage of the payment amount to each amount due					
FC.37	DPP	The software application shall automatically assign batch numbers as necessary					
FC.38	DPP	The software application shall have a transaction coding method for all payments/adjustments including money orders, cash, checks, non-cash items (such as money posted from other accounts), CCU, and lockbox					

8.10 Receipt Generation (RG)

Ref #	Client	Requirement	Y	TP	C	N	SC
RG.1	DPP	The software application shall combine individual entries and show the total amount due as an additional field, as the user enters each amount due					
RG.2	DPP	The software application shall show the amount due for the month, along with the total amount due for each month of the payment plan					
RG.3	DPP	The software application shall display the amount due each month and shall calculate the total amount due for each of the offender's cases as well as a total amount due each month and a total amount due that combines all the offenders' cases					
RG.4	DPP	The software application shall capture, store and report the combined total amount due of all obligations of all offenders combined who are under supervision					
RG.5	DPP	The software application shall provide the user the ability to see the total balance due for each offender as well as the balance due in each of the offender's cases					
RG.6	DPP	At any chosen point in time, the software application shall provide the user the ability to generate an updated payment plan that reflects the updated amount due and months remaining under supervision for an offender					
RG.7	DPP	The software application shall generate reports of payments/adjustments/ disbursements on a daily basis as well as individual account summaries					
RG.8	DPP	The software application shall generate a daily tally of the total amount of payments received and posted for all offenders under supervision					

8.11 Funds Management and Closeout (FMC)

Ref #	Client	Requirement	Y	TP	C	N	SC
FMC.1	DPP	At any given point in time, upon request, the software application shall calculate the amount of interest due on a particular offender's unpaid restitution balance					
FMC.2	DPP	The software application shall be able to indicate a "hold" on the amount pending disbursement as directed by the user					

Ref #	Client	Requirement	Y	TP	C	N	SC
FMC.3	DPP	~~The software application shall assure that payment plans require payment in full of all amounts except the supervision fee.~~ **The software application shall assure that all payment plans require payment in full of all amounts less the supervision fee. The supervision fee is defined as follows:** **(a) Supervision Fees. An offender shall pay a monthly supervision fee of $40 if the:** **(1) Offender is placed on parole, probation, or mandatory release on or after July 1, 2005; and** **(2) Offender's release or supervision order requires the offender to pay a supervision fee.** **(b) An offender's monthly supervision may be waived only by:** **(1) A court, if the offender is a probationer; or** **(2) The Maryland Parole Commission, if the offender is a parolee or mandatory supervisee.** **(c) The supervision fee of an offender placed on parole, probation, or mandatory release before July 1, 2005 shall remain $25.** **(d) Multiple cases. If an offender has more than one supervision or release order requiring the offender to pay a supervision fee, the agent or monitor shall request that the supervision fee be waived, in accordance with existing policy and procedure, in the case or cases with the lower monthly supervision fee. [Amendment #4]**					
FMC.4	DPP	The software application shall disburse money in an order of priority established by DPP regardless of how the payment was applied to each amount due					
FMC.5	DPP	Ninety days prior to case expiration, the software application shall calculate the total amount disbursed each month towards each amount due, along with Program Fees.					

8.12 Monitoring and Compliance (MC)

Ref #	Client	Requirement	Y	TP	C	N	SC
MC.175	MPC	The software application shall capture, store, and report parole commission cases and hearing officer cases. This includes, at a minimum, name, DOC#, SID#, length of sentence, status of victim notification, location of inmate, current release dates, dates of parole and revocation hearings, date hearing was scheduled, if missed. After the hearing, the name of the hearing officer, the recommendation made, and whether it was approved or disapproved					
MC.176	MPC	The software application shall capture, store, and report open parole hearing cases that will include, at a minimum, individuals eligible for an open parole hearing (based on pre-defined criteria), the results of the hearing, identify postponements and why, and a statistical reporting capability.					
MC.177	MPC	The software application shall capture, store, and report MAP negotiation cases, which maintain files of offenders who are incarcerated and those inmates who are released for 5 years after the termination of supervision. At a minimum, this shall include, when and where a file is moved and who is assigned to it					
MC.178	MPC	The software application shall capture, store, and report Law I, II, and revocation hearings to include, at a minimum, the name and ID# of the inmate suing the MPC, status of law suit(s), date opened and closed, type of case, and total number of litigations					

Ref #	Client	Requirement	Y	TP	C	N	SC
MC.179	MPC	The software application shall capture, store, and report an historical file-tracking function to assure that any special conditions of release are completed prior to that time					
MC.180	MPC	The software application shall electronically transmit information to commitment, DOC, and DPP					
MC.181	MPC	The software application shall capture, store, and report inmate-generated appeals					
MC.182	MPC	The software application shall capture, store, and report all in-house appeals					
MC.183	MPC	The software application shall initiate an alert for cases that require special conditions.					
MC.184	MPC	The software application shall capture, store, and report cases that have been put on hold.					
MC.185	MPC	The software application shall send an e-mail alert to hearing officers and commissioners when a HOLD case has exceeded 90 days and every 90 days there after					
MC.186	MPC	The software application shall capture, store, and report cases on administrative refusal.					
MC.187	MPC	The software application shall send an e-mail alert to hearing officers and commissioners when a case put on administrative refusal status has exceeded 6 months and every 6 months there after					
MC.188	MPC	The software application shall provide administrative functions for tracking each hearing officer and commissioner's caseload					
MC.189	MPC	The software application shall capture, store, and report a count and details relating to all completed releases					
MC.190	MPC	The software application shall capture, store, and report suspended delayed releases and the reasons associated with them					
MC.191	MPC	The software application shall capture, store, and report missed parole cases and the reasons for which the hearing was missed					
MC.192	MPC	The software application shall have the ability to generate reports on the status of all cases					
MC.193	MPC	The software application shall capture, store, and report 'life' and 'life with all but a portion suspended' cases.					
MC.194	MPC	The software application shall capture, store, and report litigations for each offender					
MC.195	MPC	The software application shall capture, store, and report the date requested and the completion date of transcript requests					
MC.196	MPC	The software application shall provide the ability to close out and archive the litigation actions taken and indicate that a case has been completed					
MC.197	MPC	The software application shall provide the ability to identify all case files that may have different DOC numbers for the same offender					
MC.198	MPC	The software application shall have the ability to merge all case files that are related to the same SID#					
MC.199	MPC	The software application shall capture, store, and report and differentiate between Jail Cases (23 county jails) and PARIS cases by SID#					
MC.200	MPC	The software application shall provide an email alert for victim notification cases and a link to VINE in order to generate letters and contact victims.					

8.13 File/Document Management (DG)

Ref #	Client	Requirement	Y	TP	C	N	SC
DG.6	MPC	The software application shall generate automated Parole Release Orders using pre-loaded templates.					
DG.7	MPC	The software application shall generate warrants using pre-loaded templates.					
DG.8	MPC	The software application shall automatically generate victim notification letters					
DG.9	MPC	The software application shall have the ability to generate Pre-Parole Summaries using pre-loaded templates.					

Note: This ends the "MPP" processes performed under the MPP and MPC organizations and has described the functional requirements under the fourth Functional Unit as identified by the RFP Section 1.1.3.